

PROPOSED AGENDA
COUNCIL MEETING
February 17, 2015
7:00 PM

CALL TO ORDER - Mayor Sammy Phillips

PLEDGE OF ALLEGIANCE

INVOCATION

ADOPTION OF AGENDA

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PUBLIC COMMENT

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PUBLIC COMMENT

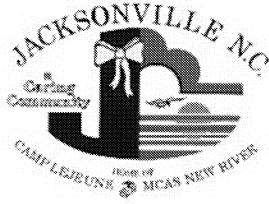
REPORTS

City Council

Mayor

City Attorney

City Manager



City Council Presentation

Presentation Item: A Date: 2/17/2015

Subject: Award Recognition – City of Jacksonville National Award Winner
National Night Out (NNO)

Department: Public Safety

Prepared by: Mike Yaniero, Director

Presentation Description

The National Association of Town Watch (NATW) has selected the City of Jacksonville as a National Award winner for the 2014 National Night Out held on August 5, 2014. The City was selected for outstanding participation in the NATW's "30th Annual National Night Out" crime, drug and violence prevention program.

This is the sixth year that our NNO is an award-winner.

Action

Present NATW Award plaque to Chief Yaniero and Captain Ashley Weaver.

Attachments:

None



Presentation Information

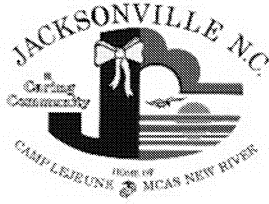
Presentation Item:	A
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The National Association of Town Watch, sponsors of “National Night Out” America’s Night Out Against Crime, awards communities for outstanding participation and achievements in their annual NNO campaign.

The National Association of Town Watch (NATW) has selected the City of Jacksonville as a National Award winner for 2014 National Night Out held on August 5, 2014. This is the sixth consecutive National NNO Award for Jacksonville.

The 2014 NNO, held at the Riverwalk Park in the downtown area, hosted over 10,000 people and was a resounding success.

Public Safety Director Chief Mike Yaniero will be present to accept the award.



City Council Presentation

Presentation Item: B Date: 2/17/2015

Subject: Presentation of Check to NC Special Olympics - 2014 NNO 5K

Department: Public Safety

Prepared by: Mike Yaniero, Director

Presentation Description

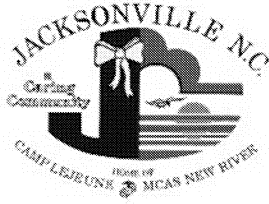
A five kilometer race ("Running With the Law") was held on August 2nd as a component of National Night Out activities. This was the second year for this event, coordinated by members of JPD Traffic Division and COJ Recreation and Parks. The event raised \$2,230 to benefit NC Special Olympics.

Action

Presentation of check to NC Special Olympics Representatives for the NC Law Enforcement Torch Run

Attachments:

None



City Council Presentation

Presentation Item: C Date: 2/17/2015

Subject: JFES Promotions – Swearing in of Battalion Chief Amy Procopio,
Captain Jeremy Foster and Driver II Ethan Wooten

Department: Public Safety

Prepared by: Mike Yaniero, Director

Presentation Description

The current promotional succession at Jacksonville Fire and Emergency Services created vacancies at the rank of Battalion Chief, Captain and Driver II. Applications were received and reviewed. The candidates participated in an extensive process consisting of a formal presentation and a series of oral interviews.

Amy Procopio was selected for promotion to the rank of Battalion Chief
Jeremy Foster was selected for promotion to the rank of Captain
Ethan Wooten was selected to promotion to the rank of Driver II

Action

Administer oath of office to Battalion Chief Amy Procopio, Captain Jeremy Foster and Driver II Ethan Wooten.

Attachments:

A Oaths of Office



Presentation Information

Presentation Item: C

Jacksonville Fire and Emergency Services Promotions

Amy Procopio Promotion from Platoon Training Officer to Battalion Chief

Amy Procopio began her career with Jacksonville Fire & Emergency Services on February 14, 2000 as a Firefighter Trainee. Working her way up through Firefighter 1, 2, & 3 ranks, she was promoted to Driver Operator 1 in November of 2003. This was followed by promotions to Driver Operator II in December of 2005 and Captain in December of 2009. She was promoted to her current rank of Platoon Training Officer in March of 2012. She holds certifications as a Firefighter 1 & 2, EMT, HazMat Level 1, General Instructor II, Fire Inspector Level I, TR-Surface Water Rescue, Fire & Life Safety Educator 1 & 2, EVD, Driver Operator Aerials, TR-VMR, Chief 101, Fire Officer 1. She holds an Associates Degree in Fire Protection Technology from CCCC, and Bachelors Degree in Fire & Emergency Services from Fayetteville State University. She is a member of the Honor Guard and the Accreditation Team, and has been the Water Rescue Team Leader for three years. She and her husband Mario Procopio are the parents of three Thomas, Molly & Isabella.

Jeremy Foster Promotion from Driver II to Captain

Jeremy Foster began his public safety career with Jacksonville Fire and Emergency Services on July 24, 2000 as a Firefighter Trainee. He was promoted through the ranks of Firefighter I and II and was promoted to Driver 1 in August of 2004 and Driver Operator II in December 2007. Jeremy holds certifications as a Firefighter I and II, EMT, HazMat Level I, Instructor Level II, Fire Inspector Level I, TR-VMR, TR- Ropes, TR-Water Rescue, EVD, Driver Operator Pumps, Driver Operator Aerial, USAR, Fire Officer II, Chief 101, Fire & Life Safety Educator I and Rescue Officer. He is a qualified instructor in: Fire Fighter I and II, Driver Operator, Hazmat, and Technical Rescue. He holds an Associates Degree in Fire Protection Technology from Coastal Carolina Community College.

Ethan Wooten Promotion from Driver I to Driver II

Ethan Wooten began his career with Jacksonville Fire and Emergency Services on July 6, 2010 as a Firefighter Trainee. After promotion through the ranks of Firefighter I and II, he was promoted to Driver I in January of 2013. Ethan holds certifications in Firefighter 1 and II, EMT, HazMat Level 1, Inspector Level I, EVD, Driver Operator Pumps, Driver Operator Aerial, and TR-VMR. He is a student in the Fire Protection Technology Program at CCCC and is scheduled to graduate in the spring of 2016.



**City of Jacksonville
Public Safety**

PO Drawer 436 • Jacksonville, NC • 28541-0128 • 910 455-1472 • fax 910 938- 6937
An internationally accredited Fire Service and Law Enforcement Agency



Public Safety Director, Michael G. Yaniero

**Oath of Office
Battalion Chief**

City of Jacksonville Fire and Emergency Services

"I, Amy Procopio, do solemnly swear (or affirm) that I will be alert and vigilant in performing my duties as a Battalion Chief of the City of Jacksonville Fire and Emergency Services; that I will not be influenced in any matter on account of personal bias or prejudice; that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith; and that I will faithfully and impartially discharge and execute the duties of my office as a Battalion Chief of the City of Jacksonville Fire and Emergency Services according to the best of my skills, abilities, and judgment; so help me God."

Amy Procopio, Battalion Chief
Jacksonville Fire and Emergency Services

ATTEST:

Sammy Phillips
Mayor

NORTH CAROLINA
ONslow COUNTY

I, _____, a Notary Public, do hereby certify that Sammy Phillips, Mayor for the City of Jacksonville, personally appeared before me this day and acknowledge the due execution of the foregoing instrument.

WITNESS my hand and notarial seal this 17th day of February, 2015.

Notary Public

My Commission Expires: _____

Attachment

A



**City of Jacksonville
Public Safety**

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Public Safety Director, Michael G. Yaniero

**Oath of Office
Captain**

City of Jacksonville Fire and Emergency Services

"I, Jeremy Foster, do solemnly swear (or affirm) that I will be alert and vigilant in performing my duties as a Captain of the City of Jacksonville Fire and Emergency Services; that I will not be influenced in any matter on account of personal bias or prejudice; that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith; and that I will faithfully and impartially discharge and execute the duties of my office as a Captain of the City of Jacksonville Fire and Emergency Services according to the best of my skills, abilities, and judgment; so help me God."

Jeremy Foster, Captain
Jacksonville Fire and Emergency Services

ATTEST:

Sammy Phillips
Mayor

NORTH CAROLINA
ONslow COUNTY

I, _____, a Notary Public, do hereby certify that Sammy Phillips, Mayor for the City of Jacksonville, personally appeared before me this day and acknowledge the due execution of the foregoing instrument.

WITNESS my hand and notarial seal this 17th day of February, 2015.

Notary Public

My Commission Expires: _____



**City of Jacksonville
Public Safety**

PO Drawer 436 • Jacksonville, NC • 28541-0128 • 910 455-1472 • fax 910 938- 6937
An internationally accredited Fire Service and Law Enforcement Agency



Public Safety Director, Michael G. Yaniero

**Oath of Office
Driver II**

City of Jacksonville Fire and Emergency Services

"I, Ethan Wooten, do solemnly swear (or affirm) that I will be alert and vigilant in performing my duties as a Driver II of the City of Jacksonville Fire and Emergency Services; that I will not be influenced in any matter on account of personal bias or prejudice; that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith; and that I will faithfully and impartially discharge and execute the duties of my office as a Driver II of the City of Jacksonville Fire and Emergency Services according to the best of my skills, abilities, and judgment; so help me God."

Ethan Wooten, Driver II
Jacksonville Fire and Emergency Services

ATTEST:

Sammy Phillips
Mayor

NORTH CAROLINA
ONslow COUNTY

I, _____, a Notary Public, do hereby certify that Sammy Phillips, Mayor for the City of Jacksonville, personally appeared before me this day and acknowledge the due execution of the foregoing instrument.

WITNESS my hand and notarial seal this 17th day of February, 2015.

Notary Public

My Commission Expires: _____

COUNCIL MINUTES

SPECIAL WORKSHOP MEETING

January 20, 2015

A special workshop meeting of the City Council of the City of Jacksonville was held Tuesday, January 20, 2015 beginning at 4:00 PM at the Jacksonville Youth Center, 804 New Bridge Street. Present were: Mayor Sammy Phillips presiding; Mayor Pro-Tem Michael Lazzara and Council Members: Jerry Bittner, Randy Thomas, and Bob Warden. Council Member Jerome Willingham arrived at 4:30 PM. Council Member Angelia Washington was unable to attend. Also present were: Richard Woodruff, City Manager; Ronald Massey, Deputy City Manager; Gayle Maides, Finance Director; Glenn Hargett, Assistant Manager for Communications and Community Affairs; Wally Hansen, Public Services Director; Reggie Goodson, Planning and Development Services Director; Mike Yaniero, Director of Public Safety; Susan Baptist, Director of Recreation Services; Michael Liquori, Director of Park Facilities; Carolyn Lampe, Deputy City Clerk; and John Carter, City Attorney.

*A video recording of the Council Meeting is presently available for review on the City's website.

CALL TO ORDER

Mayor Sammy Phillips called the meeting to order at 4:00 PM.

ADOPTION OF AGENDA

A motion was made by Councilman Bittner, seconded by Councilman Thomas, and unanimously approved to adopt the agenda as presented.

FY 15 BUDGET MIDPOINT REVIEW

Using the PowerPoint Presentation attached to the original minutes as Exhibit "A," Gayle Maides, Finance Director stated that the unassigned fund balance for FY14 was \$8.2 million with a projected decrease in balance to \$6.2 million in FY15 if all the amount budgeted was spent; however, she felt that the balance would probably remain the same as it was in FY14. For the General Fund, 81% and about a quarter of the sales tax had been collected which was in line with last year. Privilege license collections were down for this year and would be going away next year. This year's collections came only from businesses physically located in the City.

Mayor Phillips stated that there was talk from the legislature that they would allow \$100 per license, and asked if that passed, what would be the offset. Mr. Woodruff stated that analysis was done last year and he thought it would generate about \$200,000 to \$300,000.

Ms. Maides reviewed the other revenues and expenditures in the General Fund and stated some savings would be expected from the decline in fuel costs.

In reviewing the Water and Sewer Fund, she stated revenues were where expected; however, there had been an increase in expenditures due to failures such as pump failures at \$120,000, infrastructure repairs at \$105,000 and the Meadowbrook project, a sewer line collapse 40 feet underground, at \$260,000. Mr. Woodruff reminded Council that these projects were not Capital Projects so the costs came out of the operating side. If Council had not addressed the water and sewer rates previously, that would have put the budget into a bigger hole. This was why a healthy operating budget was needed in addition to a healthy fund balance.

Ms. Maides stated the Stormwater Fund was also where they expected it to be for revenues and expenditures. A debt service payment was being budgeted for the Downtown Central Project that was not being moved forward, so there would be savings there. Mr. Woodruff stated that in regard to the revenue, the commercial growth and its impervious surface resulted in more revenue to the Stormwater Fund.

In reviewing the Solid Waste Fund as a whole, Ms. Maides stated that revenues and expenditures were where they were expected to be. Some savings came from two trucks that were budgeted, but not yet purchased.

COMMERCIAL GARBAGE COLLECTION UPDATE

Using Exhibit "A," Kerry Terrell, Sanitation Superintendent reviewed the implementation of the commercial collection that began July 1, 2014 and the benefits of getting into this service. The customer service of the program was excellent and direct contact had been made with business customers developing good relationships. Dumpsters were supplied to businesses on Western Boulevard who did not have dumpsters in the past and staff was working on recycling with those that didn't currently have it.

Mr. Woodruff stated that from a customer service and quality of service standpoint, the goals set by Council were met. Unfortunately the service was not self-funded as had been projected. The Monday through Friday fees were as projected, as well as extra pickups;

however, a 2008 truck was totaled in an accident and the effects caused expenditures that had not been budgeted. No funding was budgeted for overtime which occurred because of equipment repairs and the accident which extended the time of the routes and a driver shortage for 10 weeks. This accounted for \$24,476 in overtime with another \$10,000 forecasted for the remainder of the year. As an overtime solution, a new driver was hired who had two years experience and a residential driver was being trained for part-time regular hours. It was discovered that commercial trucks had more expensive repairs than residential trucks and if repairs continued at the same pace, we would be \$180,000 over budget. All the trucks were now in better condition, but repair bills would still be substantial. Mr. Woodruff reviewed the Action Plan and possible options to take care of the problems.

Mayor Phillips asked if there were special pickups during the week. Mr. Terrell stated that they were very flexible in taking care of what the customer requested. There were restrictions on where they could go at certain times like apartment complexes and places close to residential areas, so they had to come back to those areas.

Mr. Woodruff reviewed several options for Council to consider on commercial service. Several lessons were learned to date and even though staff was able to give excellent customer service, it was not free and the service was not self-funding as planned. Mr. Woodruff recommended that bid documents be sent out for commercial service to see what current rates were and then Council could decide if they wanted to stay in the business or privatize it again. He also recommended that the Saturday rate be raised immediately by 36 cents so that the fee charged matched what Waste Management would have charged.

Discussion followed.

Mayor Pro-Tem Lazzara stated that as a commercial customer, the quality of service expectations had been exceeded. He asked if there was any analysis on doing away with Saturday service in lieu of raising the rate. Would the increase outweigh the elimination of the service. Mr. Woodruff stated that the number one customer on Saturday was restaurants. We were covering our cost, but should be making more profit to offset losses during the week. The provider on Saturday was charging \$300 a month and we weren't anywhere close to that amount.

Mayor Phillips asked if the rate was increased on Saturdays, how close would we be to our budget. Mr. Woodruff responded that there weren't enough customers to bring it close.

Mayor Pro-Tem Lazzara asked if the decrease in fuel cost had helped. Mr. Woodruff stated the projection would have been worse had there not been a fuel decrease.

Councilman Thomas commented that looking at the figures for the past six months, to meet expenses, the City would have to increase the tipping rate by 60%. So far, 82% of the budget was spent with 50% of the revenue.

Discussion followed on bidding and personnel.

Mayor Phillips stated that everyone should have done a better analysis including Council, but the number one reason we got into this area was the level of service being provided. The intent and effort were there to make this work. Better service was accomplished. His position was to take it out to bid again and look at what the private sector was offering. It might be something to continue at a better rate.

Mayor Pro-Tem Lazzara stated that based on our experience, on a conservative level we needed to decide what the rate should be so this conversation would not come up again. Mr. Woodruff stated the rate would be calculated this week based on the current numbers.

Councilman Warden asked why the City had the responsibility for putting commercial rates out for bid and why restaurants shouldn't make their own arrangements directly instead of the City acting as a third party or service provider.

Mr. Woodruff stated there was power in bulk buying which was the only justification for the City to become involved. There was no requirement that the City had to provide this service.

Councilman Warden said the problem was that the City had the responsibility to respond, but had little authority to make anyone meet quality service requirements.

Mayor Pro-Tem Lazzara stated that the City needed to stop providing the billing and collection service for the private operators if the commercial service was going to be sent out for bid.

Councilman Bittner stated that we needed to bid the same time period (three, four, five years) and if we were still concerned about the quality of service, there should be a penalty clause for missed service as the City would guarantee that commercial garbage was collected even if it cost us overtime.

Mr. Woodruff stated that in the last bid document there was a substantial improvement in the issue of missed calls. He recommended that bid documents be prepared including the points

that Council just discussed. After the bids were received, Council could then decide if they wanted to get into the business directly, indirectly or not at all. Under the former system, the City guaranteed 100% collection. If collection wasn't made, the City was still responsible for payment to the provider. This was the reason the bids came in so low.

Councilman Thomas stated that if we were truly worried about our commercial customers, the blanket bid had to give them the best value. He didn't see the administrative part as much on our part because we were already sending out the water bill; however, the cost may be more for a private provider. We didn't get bids the last time because some providers wanted exclusivity which we gave to ourselves. He asked if the Ordinance giving exclusivity to the City could be revised.

John Carter, City Attorney stated that as we were going through the bidding process last time, it was clearly discovered that Council never made the Waste Management contract an exclusive contract. Council never made bidding exclusive for a private vendor. Everyone just assumed it was exclusive. Mr. Carter pointed out that before bids were sent out, Council needed to decide if they wanted the contract to be exclusive or non-exclusive and then take appropriate legal actions to make it that way.

RECESS/RECONVENE

Mayor Phillips recessed the meeting at 5:06 PM for a short break. Mayor Phillips reconvened the meeting at 5:24 PM.

FY15 CAPITAL IMPROVEMENT PLAN (CIP) UPDATE

Using Exhibit "A," Deanna Young, Capital Projects Administrator began her review of the status of the 32 FY15 CIP projects and stated that within 30 days staff would provide Council with the draft FY16 CIP. Fire Station #2 was at 90% completion with interiors being finalized. The projected completion date was the end of January, beginning of February. The two completed recreation projects included Jacksonville Landing which final signoff should be within the next few weeks and Jack Amyette. The NC 24 Lejeune Trail and Greenway was finally out to bid with a mandatory pre-bid meeting next week and bids due back in February.

Councilman Thomas asked about the Center for Public Safety. Ms. Young stated that the building was now occupied, the contractor was working on removing the asbestos and

completing the abatement on the old building, and demolition should occur within the next few weeks.

Ms. Young stated the Public Services Phase II project had been in the CIP for a number of years. The project initially consisted of a much larger scope, but was well over budget. After working through issues, the project now consisted mainly of a grading and paving project with the construction of a new wet stormwater pond (BMP) in the back. Design issues were worked through and construction started. The project was being funded in part with Federal Transportation Administration funds and had a hard deadline completion date of June 1, 2015.

Councilman Bittner asked what the project consisted of. Ms. Young stated that paving and stormwater drainage pipes would be installed up front. The paving was for buses around the front of the complex and beside by the Fleet complex so the buses could be driven around the building.

The automated step screens project initially consisted of replacing the mechanical bar screen with an automated bar screen, but with more in-depth conversations to identify the need, the project scope increased. Now it also included some type of enclosure so that it didn't freeze in cold temperatures with some type of heating element and electrical component. Construction was being postponed until FY16 with the FY15 funding used to begin the preliminary design. The Parkwood Regional and Western Trunk Sewer project was delayed as a result of having to obtain easements through Burton Park. With those obtained, the project was back on schedule.

Mr. Woodruff stated that as part of the Interlocal Agreement with the County, in exchange for the easement, the City would remove the Tax Office building. That work would be performed when the easement became active which was scheduled to occur on December 15, 2015. In recent discussions with the County, the Northwest Lift Station of ONWASA and the force main along Route 258 were underway and on schedule with the anticipation of completion being late summer. If that occurred, County staff was in agreement to recommend to the County Commissioners that the activation date be moved up or stay firm. At that point, the City would proceed to take down the Tax Building and complete the parking lot. There was a direct nexus between the two and the easement must be activated first.

Mr. Carter stated that funding was not a General Fund obligation and would come from the Water and Sewer Fund. Ms. Young stated that it would be better defined in the FY16 CIP as notated on the CIP form.

The Downtown Central Stormwater Phase I project was in final design and ready to go out for bid when further analysis determined the benefits did not justify the expenditure and return. The scope was reduced to install only two BMPs which would be located at the entrance to the Sturgeon City site and benefit the Sturgeon City Civic and Environmental Education Center.

Mr. Woodruff stated that negotiations with DENR caused those projects not to be funded. We had hoped to create a regional stormwater facility that would generate credits so as redevelopment occurred in the downtown area, a party could develop property and buy credits in the stormwater pond. DENR management did not see that as a positive stating it would only help the environment. Staff could not find justification to build the facility without grant funding. Only Councilman Willingham had been asked for his input on the project because it was in his Ward.

Councilman Warden asked with the change in governors would the proposal now be received more favorably. Mr. Woodruff stated that the controller of this project was in Wilmington instead of Raleigh. Raleigh saw the value in the project, but the Wilmington Director did not see it the same way and would not concur. Mr. Carter stated that there were also other issues with the land involving getting clear title to the property.

Councilman Willingham stated that the struggle we were having seemed a little illogical when seeing best practices at conferences showing there was an effort to consolidate ponds as an incentive especially in downtown redevelopment where space was limited.

Ms. Young stated the Sturgeon City Civic and Environmental Education Center was at 100% design and ready to go out for bid about a year ago when environmental issues with the State came up. Staff was working to resolve those issues.

Councilman Bittner asked what the issues were. Ms. Young stated that the State determined contamination was on the Sturgeon City site outside the park area, but the limits of contamination were high enough to investigate. The parking lot was in the area of concern and not the building. Based on preliminary conversations, she felt land restrictions could be met, but

wanted those restrictions in hand before proceeding. Also over the course of the past year, the State determined that when prequalified contractors were used there had to be a prequalification policy for construction in place along with an application and criteria specific to the project. Ms. Young stated that at the next Council meeting a contractor prequalification policy would be presented for Council's consideration. This policy was used for the Sturgeon City project and the Center for Public Safety project and was modeled after the State construction office and their criteria.

Councilman Bittner asked if the policy would resolve the issues over the increase costs of the facility and would the costs come in over what was originally planned. Mr. Woodruff stated that the latest opinion of probable costs showed that even after all the modifications, we were still about \$300,000 underfunded and that figure was about a year old. If Council was going to move forward with the current Sturgeon City project, the bond funding would not be sufficient.

Using Exhibit "A," Greg Meshaw, Senior Civil Engineer reviewed the streets assessment ratings regarding serviceability, the work that was done, and the outcome.

Mr. Woodruff stated that the street conditions overall in Jacksonville needed more attention than we had funding. Powell Bill was the primary source which was about \$1 million a year. By combining several years we are able to get better bids. If we had twice the funding every year, we would still be chasing road conditions. The decision to catch the roads at the "C" level, before they got worse was the right decision and the data presented proved it.

Mayor Pro-Tem Lazzara asked if staff had looked at what it would take to subsidize the program. Mr. Woodruff stated that had not been done, but staff would look to see how much more could be done.

Councilman Bittner asked if staff was expecting a decrease in Powell Bill funding this year. Gayle Maides stated that we should know in March or April what the funding would be.

INTELLIGENT TRANSPORTATION SYSTEM (ITS) UPDATE

Anthony Prinz, Transportation Services Administrator stated they had been in the signal business for the past six months and received a lot of good feedback from the citizens and City staff regarding better travel times. He reviewed what made up the system and stated all of the technology came back to the operation center located in the Center for Public Safety. The 87 traffic signals in the ITS system did not include the traffic signals on Piney Green Road. Those

signals were controlled by the contractor in charge of the construction, but they had an agreement with the contractor to check-in periodically on the operation especially where Piney Green connected to Marine Blvd and to Lejeune Blvd. Those signals would be added to the system when construction was complete either late this year or early next year.

Councilman Thomas asked about the traffic counters. Mr. Prinz stated they were in-payment loops at traffic signals. They were there not only to determine signal timing, but to also count the vehicles. Loops were also midstream on some streets and were strictly for counting traffic.

Mr. Prinz stated one preventative maintenance cycle was complete with every component in the field being looked at. It was found that the system wasn't in the shape anticipated. The ITS project updated all of the technology, but didn't include a comprehensive round of preventative maintenance. As an example, when the traffic center was turned on, it went through a self-diagnostic process and identified over 100 loops that weren't operational. Repairs were made and in some cases even rewiring had to be done. It was also identified that the emergency preemption system was not operating at full capacity. Up until two months ago, only 50% of those locations were working properly. It would be two to three more full weeks to make sure all the locations were operable. Optimization was what they were after to make sure traffic was flowing smoothly through Jacksonville. It would take about six to eight months to complete the work, but in the past three months substantial progress was made.

Councilman Bittner asked how many staff members provided the service. Mr. Prinz stated the traffic signal crew consisted of a supervisor and 2 technicians that rotated on call 24/7 to respond to emergencies.

Councilman Bittner asked if there was a service agreement with NCDOT. Mr. Prinz stated that all of the infrastructure that the City maintained was owned by NCDOT, so when we called their on-call contractor, the bill was sent to the Division Office. On an emergency repair, if a piece of equipment needed replaced, we put what we had in stock into place and they replenished it. This did away with reimbursement paperwork.

Mr. Prinz stated that one of their accomplishments had to do with optimization. They started on the western part of the City and were moving east. The corridors of Richlands Highway, Wilmington Highway, Marine Boulevard, Gum Branch Road, and Bell Fork Road had

been completed and they were in the process of taking on Western Boulevard. Runs were taken prior to and after optimizations to get real time figures which showed reductions in travel time, delays, stops, and fuel consumption. Investing in ITS was a very cost effective decision. The first cycle of optimization should be completed within the next few months and then they would start over again. They wanted to be able to adapt the system to accommodate changing travel patterns and continue to develop timing patterns for various events whether it be National Night Out or a 96 hour Base holiday. A Memorandum of Understanding was being worked on with the Base to integrate the Camp Lejeune traffic signals into the ITS system to improve efficiencies of traveling on and off Base. One of the challenges for FY16 was a proposed reduction to the Schedule C which set the parameters on how the system was maintained and amount NCDOT would reimburse for associated costs. We were told that reimbursements would be reduced by 25% or \$45,000.

Councilman Bittner asked why NCDOT was proposing the reduction. Mr. Prinz stated that it was due to the new funding system that NCDOT put in place. This was the same reason we may see differences in the Powell Bill distribution. The reduction in funding was being spread across the Divisions, so NCDOT was looking for ways to cut and Schedule C was a low priority for them. With the reduction, they weren't expecting us to maintain the signals at such a high level. Mr. Woodruff stated that the challenge in maintaining them only once a year instead of twice a year would catch up with us over time. Mr. Prinz stated it could also put us in the same situation that we inherited.

RECESS/RECONVENE

Mayor Phillips recessed the meeting at 6:15 PM for a short break. Mayor Phillips reconvened the meeting at 6:24 PM.

FY16 REVENUE FORECAST & BUDGET PLANNING ASSUMPTIONS

Using Exhibit "A," Ms. Maides reviewed FY16 budget assumptions. She said that the County felt there may be some appeals on the property tax this year, but they didn't feel it would be a huge number so property taxes would not change. The City should get about \$100,000 to \$150,000 more in sales tax because of the change in the property tax levy last year. There would be no increase in the water and sewer rates, stormwater fees, and residential solid waste fees; however, the annual subsidy from the General Fund would continue. To deal with the loss of the

Privilege License revenue, spending would be cut and new revenue sources were being looked at. The maximum that had been paid for fuel was significantly less than what was budgeted, so she felt comfortable in reducing fuel pricing, but not to the levels of today.

Discussion followed on fuel pricing. Mr. Woodruff stated that Council would be presented gross numbers using different fuel price levels for all departments and individual departments.

Councilman Thomas stated that it was important in the long term to look at ways to reduce total consumption overall.

Mr. Woodruff stated that Michael Liquori, Director of Park Facilities was experimenting at converting some of our large mowers from gasoline to propane. Ed Richards, Fleet Supervisor was also looking at alternatives for our vehicles.

Councilman Bittner stated that research was available on using propane and natural gas in municipalities and state government across the country.

Ms. Maides stated that health care was very difficult to predict and was running high this year. The projected national average health care cost projection for next year was 8% and ours was usually not as high.

Mr. Woodruff stated that the money that was left over on the health insurance program each year stayed in a health insurance fund. For the past two years a rate increase was not passed on to the employees because the fund was up to \$1 million. Wellness was a direct benefit in keeping health insurance premiums the same and our wellness initiatives would continue.

In regard to revenues, Ms. Maides stated that they were predicting the same amount of revenue in FY16 as in FY15. Mr. Woodruff stated that different scenarios would be prepared for Council on the possible effects of pending legislation that could change sales tax distribution.

Ms. Maides stated the current uncommitted balance in the Council Initiatives fund in Capital Reserves was \$1.15 million which could be used to complete Fire Station #2, Sturgeon City or other projects.

Councilman Bittner asked if Fire Station #2 wasn't budgeted. Mr. Woodruff stated that the station was on track to be completed within the budget, but there were certain elements not included in the bid including the exhaust system.

Mr. Woodruff reviewed the dates of the budget schedule and stated staff believed it was a budget that Council may be able to adopt in early May.

Councilman Bittner asked about the cost sharing agreement with the Sturgeon City Building. Mr. Woodruff stated that by memory, \$4 million in bonds was set aside which included architectural fees. The payment plan was roughly \$300,000 per year split three ways - \$75,000 from Sturgeon City Board; \$75,000 from General Fund; and \$150,000 from the Jacksonville Tourism Development Authority.

Mayor Pro-Tem Lazzara asked what would happen with the funding if the building did not become a reality. Mr. Woodruff stated it would become a legal question because the City said in the bond issue that three buildings were to be built.

Mr. Carter stated there would be a legal issue with the bond if the environmental issues could not be remediated and we didn't build. Staff had been in contact with the office of the Assistant Attorney General to DENR monthly to track the progress. If prudent, he would see if the matter could be expedited as time was of the essence.

Councilman Thomas said that a sales tax increase on new levies was mentioned and asked if there was any anticipation of a sales tax gain in totality. Ms. Maides stated that some of the articles she has read pertained to that, but we had to be really careful because we did not see the decreases in early 2000 as other communities did.

PROGRESS REPORT - \$750,000 REDUCTION GOAL

Using Exhibit "A," Mr. Woodruff updated Council on what had been done to date to help with the \$750,000 loss in revenue due to the loss of privilege licenses. He stated that currently every vacant position was analyzed as it came open. The only positions not held were for police and fire as those were life safety issues. There were six vacant positions put on hold for a \$400,000 savings in salaries and direct benefits. We were not laying off employees, but downsizing through attrition. Studies were also done on the three E's and some savings were realized on copiers, printers and cell phones. State law permitted the fire department and City to file a claim when there was an accident with a hazmat spill. Mr. Woodruff stated the only thing the City was allowed to collect from accidents was hazmat spills, so we were now diligently looking at recovery which could save \$40,000 to \$50,000 per year. It was not a direct bill to the person involved in the accident, but a recovery through insurance. Another income opportunity

was passport processing and the City received approval on January 14, 2015. Current staff would be used with a potential benefit of \$40,000 to \$50,000 per year. These potential fees and savings were coming to us before losing the privilege fees and were adding to the general fund this fiscal year.

ADVISORY COMMITTEE SUMMIT REPORT

Mr. Woodruff stated the Advisory Committee Summit occurred about a month ago. There were 56 members in attendance breaking down 23 things that they liked and 24 things that they would like to change about Jacksonville. The top likes included safety, small town feel, citizen involvement with the City, City-Military relationship, military friendly community, trails and bike routes, recreation and sports activities, beautification and cleanliness, and quality City services and transparency. Public Safety was making a difference in this community with 7 lives saved in 2014 and response times decreased for both police and fire with over 123,000 calls for service. Several examples of each of the top likes were reviewed. The top changes that the committee members would like to see included improve older developments, build a civic or convention center, build a pool or splash pad, increase jobs in the area and lower taxes. Mr. Woodruff stated that the streets presentation by Mr. Meshaw showed how the City was trying to stretch the funding they had for paving and street repairs. He then reviewed several examples of each of the top changes.

FY16 MAJOR TASKS

Mr. Woodruff stated that Council needed to identify over the next month anything that they wanted staff to include in the budget in the form of tasks. This did not include Capital Improvement items as those would go into the fourth or fifth year.

ADJOURNMENT

A motion was made by Councilman Bittner, seconded by Councilman Willingham, and unanimously adopted to adjourn the meeting at 7:12 PM.

Exhibit "A"

Jacksonville City Council



**Budget Workshop
January 20, 2015**

Agenda

- 1. FY15 Midpoint Review**
- 2. Commercial Garbage Collection Status**
- 3. FY15 CIP Update**
- 4. Intelligent Traffic System Update**
- 5. FY16 Revenue Forecasts & Assumptions**



Agenda

- 6. Progress Report - \$750,000 Reduction Goal**
- 7. Advisory Committee Summit Report**
- 8. FY16 Major Tasks**
- 9. General Discussion**



FY15 Budget Midpoint Review

FY15 Fund Balance

Unassigned Fund Balance

FY12	\$8.0M
FY13	\$5.4M
FY14	\$8.2M
FY15	\$6.2M*

*Based on Budget



General Fund

Six Months ending December 31
In Millions

Revenues	FY14 YTD	FY15 YTD	Budget Amended FY15	%
Ad Valorem Taxes	15.9	18.8	23.1	81%
Sales Tax	2.5	2.7	10.3	26%
Fund Balance Appropriations	0	0	2.6	
All Other Revenues	5.7	6.4	11.2	57%
Totals	24.2	27.9	47.2	59%
Expenditures	24.7	22.4	47.2	47%



Water & Sewer Fund

Six Months ending December 31
In Millions

Revenues	FY14 YTD	FY15 YTD	Budget Amended FY15	%
User Fees	9.5	10.1	21.6	47%
Facility Fees	.4	.3	.8	38%
Fund Balance Appropriations			4.6	
All Other Revenues	0.6	1.0	1.5	67%
Totals	10.5	11.4	28.5	40%
Expenditures	11.8	10.9	28.5	38%



Stormwater Fund

Six Months ending December 31
In Millions

Revenues	FY14 YTD	FY15 YTD	Budget Amended FY15	%
Charges for Services	1.4	1.5	2.8	54%
Fund Balance Appropriations			(0.1)	
All Other Revenues			.1	
Totals	1.4	1.5	2.8	54%
Expenditures	1.4	1.2	2.8	43%



Solid Waste Fund

Six Months ending December 31
In Millions

Revenues	FY14 YTD	FY15 YTD	Budget Amended FY15	%
Charges for Services	1.8	2.2	4.2	52%
Fund Balance Appropriations	0	0	0.2	
All Other Revenues	1.0	1.0	1.8	56%
Totals	2.8	3.2	6.2	52%
Expenditures	4.0	2.7	6.2	43.5%



Solid Waste Fund

Commercial Collections
Six Months ending December 31
In Millions

Revenues	FY15 YTD	Budget Amended FY15	%
Charges for Services	367,835	705,855	52%
All Other Revenues	8,346	10,000	84%
Totals	376,181	715,855	53%
Expenditures	589,734	715,855	82%



Commercial Garbage Collection Update



Report Components

1. Implementation
2. Revenue
3. Expenditures
 - Expenditure Issues
4. Customer Service
5. Moving Forward



Implementation

- Hired 6 employees
 - 4 Drivers
 - 1 Back-up/Support Driver
 - Heavy Truck Mechanic
- Purchased Equipment
 - 5 refurbished front-end trucks
 - Purchased 1 container truck
 - Purchased 60 recycling dumpsters
- July 1, 2014 City began service



Benefits

- City controls the quality of service to customers
- Ability to address customer complaints
- Real time information
- Fewer missed pick-ups
- Flexibility to respond quickly to customer service requests
- Opportunities to expand services
- Ability to encourage recycling participation



Commercial Dumpster Program

	Contractor (June 2014)	City (December 2014)
Business customers	839	854
Commercial Dumpsters	1,120	1,135
Collections/per week	2,418	2,529
Dumpster Recycling Customers	54	58
Recycling/roll-out customers	165	174
Commercial Dumpster Rental Customers		7



Budget

- Enterprise Fund
- Self-Funded
- Fee and Service Level
- FY15 Budget Amount: \$1.3M



Revenue

Source	YTD	Budget
M-F Fees	\$367,835	\$705,855
Extra Pickups	\$8,033	\$10,000
Dumpster Fee	\$312	\$0
Other Items		
Insurance Recovery	\$104,967	\$104,967
Fund Balance Loan	\$227,481	\$227,481



Expenditures

Source	YTD	Budget
Salaries	\$72,720	\$159,535
Overtime	\$24,476	\$0
Fleet	\$117,944	\$72,492
Fuel	\$58,153	\$53,617
Insurance	\$148,716	\$192,649
Capital Equipment	\$454,731	\$455,7



Salaries

Status:

Within Budget

5 Drivers
1 Mechanic

Assumed:

5 Trucks
5 Routes M & F
4 Routes T, W, Thur
1 Route Saturday



Overtime

Status:

Not in Budget
\$24,476

Causes:

Equipment Repairs
Accident
10 weeks only 4 Drivers
Saturday Service



Overtime

The Plan

1 Driver 40 Hrs Week
4 Drivers 160 Hrs Week
5 Drivers 200 Hrs Week

Actual

4 Drivers 182-234 Hrs Wk
During December

**Thus 22-74 Hours
of Overtime Each Week**



Overtime: Solution

1. New Driver Hired
2. Train **PT Driver** from **Residential**

Forecast:

- \$10,000 Remainder of Year



Fleet Charges

Cause:

- Used Equipment

Projection

- \$183,000 Over Budget

Examples

- Blown Engine \$16,000
- 2008 Truck \$40,000
- Tires \$36,000



Fleet Charges: Solution

- All Trucks now in better condition
- 2008 Truck Replaced with 2013 Truck



Fuel

Fuel	Budget
Budget	\$53,617
Year to Date	\$58,153
Prediction	-\$58,000

Cause:

- Assumed Trucks Run 6-7 Hours per day

Actual:

- 10 Hours per day
- Saturday Service



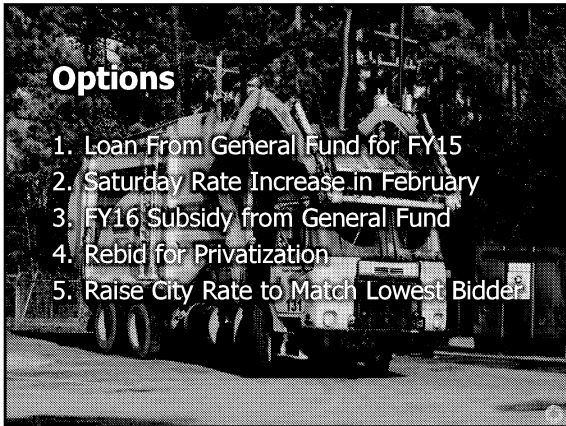
Action Plan

1. Monthly Review by CMO & Written Report to Mayor & Council
2. Saturday Pickup Rate Revised
3. Review all rates and level of service
4. Review all Routes for efficiencies
5. Prepare Bid Documents
6. Other Actions



Options

1. Loan From General Fund for FY15
2. Saturday Rate Increase in February
3. FY16 Subsidy from General Fund
4. Rebid for Privatization
5. Raise City Rate to Match Lowest Bidder



Bid Rates 2014

Waste Industries	\$6.76	\$0.36 Difference
Waste Management	\$5.99	
City	\$5.63	

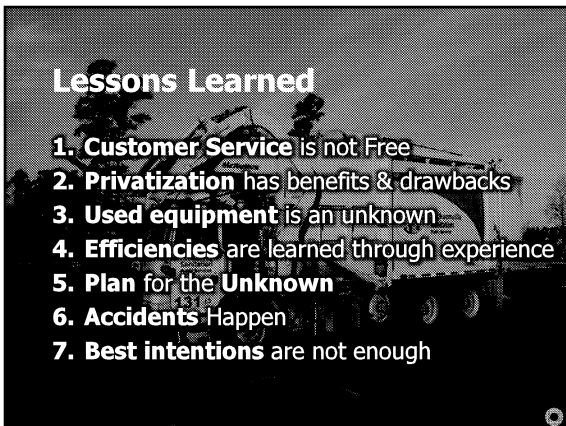
Rate Increase of \$0.36 Benefit

Annual	\$45,072
March-June	\$15,024



Lessons Learned

1. **Customer Service** is not Free
2. **Privatization** has benefits & drawbacks
3. **Used equipment** is an unknown
4. **Efficiencies** are learned through experience
5. **Plan** for the **Unknown**
6. **Accidents** Happen
7. **Best intentions** are not enough



FY15 Capital Improvements Plan Update

FY15 CIP Update

FY15 CIP: 32 Projects

- 2 Public Safety Projects
- 23 Public Services Projects
- 4 Recreation and Parks Projects
- 1 Community Programs Project
- 2 Transportation Projects



FY15 CIP Update Public Safety Projects

Fire Department

Fire Station #2

Planning	Design	Construction

Police Department

Center for Public Safety

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FY15 CIP Update Recreation & Parks Projects

	Planning	Design	Construction
NC 24 Lejeune Trail			
Phillips Park – Phase I			
Jack Amyette – Phase II			Complete
Jacksonville Landing			Complete



FY15 CIP Update Public Services Projects

General

Public Services Phase II B

Planning	Design	Construction

Piney Green Road Projects

NCDOT Sewer Relocation		Complete
NCDOT Sidewalk Installation	NCDOT Agreement Executed	
ONWASA/City Sewer Infrastructure Improvements		Complete



FY15 CIP Update Public Services Projects

Sewer

	Planning	Design	Construction
Inflow & Infiltration Phase II			Complete
Automated Step Screens			FY16
Park & Stratford Infrastructure			
Bell Fork Road Sewer			



FY15 CIP Update Public Services Projects

Sewer

	Planning	Design	Construction
Memorial Lift Station			
Parkwood Regional Lift Station			
Western Trunk Sewer Phase I			
Brookview Force Main			
Barn Street Sewer			



FY15 CIP Update

Public Services Projects

Water

	Planning	Design	Construction
Raw Water Transmission Mains II			Complete
Piney Green/Hwy 17 Service Area			Complete
Zack Circle & Sophia Drive			
Greencrest Water Line			
FY14 Water Line Replacement			



FY15 CIP Update

Public Services Projects

Stormwater

	Planning	Design	Construction
Downtown Central SW Phase I			

Sidewalks

FY13 Sidewalk Installation			Complete
FY14/15 Sidewalk Installation			



FY15 CIP Update

Community Projects

Community Programs

	Planning	Design	Construction
Sturgeon City Civic & Environmental Education Center			

Transportation

Transit Multi-Modal Facility			
Commons Park & Ride			



FY15 CIP Update

Public Services Projects

Streets

	Planning	Design	Construction
Street Reclamation – Phase I			Complete
Street Reclamation – Phase II			



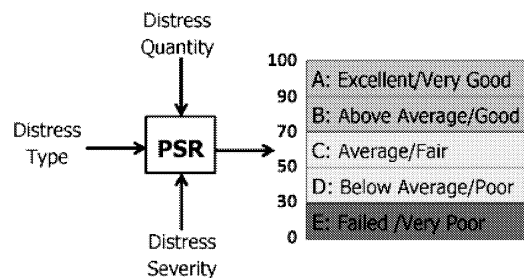
Streets Assessment

In-House effort begins March 2010

- Established rating formula
- Developed rating form
- Began rating the streets



Pavement Serviceability Rating (PSR)



Street Capital Projects

Prior to 2013

Focus

- Below Average/Poor Streets (D's)
- Failed/Very Poor Streets (E's)

Project Types

- Full Reconstruction
- Pavement Reclamation

Reconstruction/Reclamation Expenditures

- High Compared to Preservation Type Projects



Street Capital Projects

2013

March 3, 2013 Council Workshop

• Report of Planned Actions

- Implement lower costing alternatives
- Increase proportion of Powell Bill Funds to maintain category B & C streets
- Decrease proportion of Powell Bill Funds on street reconstruction

• Goals

- Address more streets
- Extend life of "B" and "C" Streets
- Reduce number of future failed streets



Street Capital Projects

Post-2013

FY13-14 Street Rehabilitation Project

- Twenty-three (23) Streets
 - Seventeen "C" Streets
 - Two "D" Streets
 - Four "E" Streets



FY13-14 Street Rehabilitation Project

Planning & Design

- Consulted with NCDOT
- Conducted Geotechnical Investigation
- Staff Site Visits
 - Looked for signs of base or subgrade failure
 - Attempted to ascertain nature of non-failure issues
 - Experienced traffic volumes & nature of truck traffic
 - Checked for potential vehicle bumper strikes at driveways



FY13-14 Street Rehabilitation Project

Planning & Design

- Select Method(s) of Rehabilitation for each Street
 - Mill and Overlay vs Reclamation
 - Reclamation was not selected for all "D" & "E" streets

Construction

- Pre-Construction Site Visits with Contractor
 - Identified potential constructability issues
 - Adjusted scope of work where necessary



FY13-14 Street Rehabilitation Project

Outcome

- Milling and Pavement Overlay of 22 Streets
 - 1 Street: Incidental Milling & Pavement Overlay
 - 11 Streets: Edge Milling & Pavement Overlay
 - 7 Streets: Complete Milling & Pavement Overlay
 - 1 Street: Edge Milling & "Beefed Up" Pavement Overlay
- Reclamation of One Street
 - Indian Drive



FY13-14 Street Rehabilitation Project

Outcome

- Mill & Overlay 12,899 linear feet (LF)
 - \$546,847
 - \$42.39 per LF
- Reclamation 1,420 LF
 - \$209,762
 - \$147.72 per LF



FY13-14 Street Rehabilitation Project

Outcome versus Goals

- Work performed at "C" streets versus just "D" & "E" streets
- 12,899 LF of Mill & Overlay was performed
 - Equals 3,700± LF of street reclamation
 - 3½ times more street



FY13-14 Street Rehabilitation Project

Lessons Learned

- One geotechnical boring per street not enough
- Limit milling depths to 1-inch where possible



Intelligent Transportation System Update

ITS System

87 traffic signals
200+ traffic counters
41 cameras
9 digital signs
Fiber optic network
Operations center



FY 15 Accomplishments

Preventative maintenance
Preemption system repairs
Emergency repairs
Incident response
Optimization



Emergency Repairs

Response <15 min
Operational <1 hour

3 knock-downs

Average 4-5 calls per week



Optimization – Gum Branch Rd

Afternoon rush hour:

- ↓ 17% travel time
- ↓ 52% delay
- ↓ 62% stops
- ↓ 12% fuel consumption



Optimization – Marine Blvd

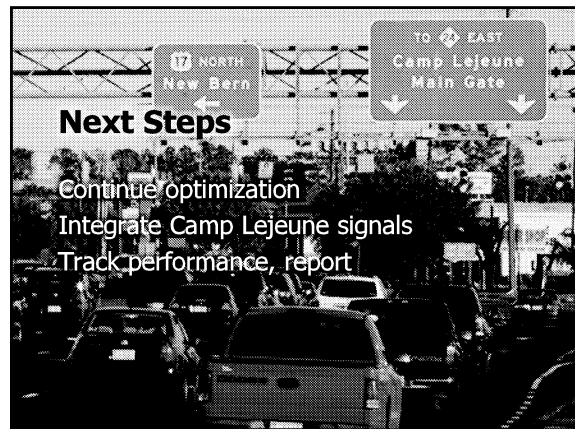
Morning rush hour:

- ↓ 24% travel time
- ↓ 55% delay
- ↓ 73% stops
- ↓ 13% fuel consumption



Next Steps

- Continue optimization
- Integrate Camp Lejeune signals
- Track performance, report

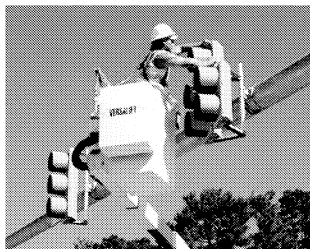


Reduction to Schedule C

FY 15 – \$179,000

FY 16 – \$134,000 (projected)

25% reduction



FY16 Revenue Forecast & Budget Planning Assumptions

FY16 Budget Assumptions

- No increase in property tax rate
- Sales tax will increase slightly
- Powell Bill funding remains stable
- No increase in Water or Sewer Rates
- No increase in Stormwater Fee
- No increase in Residential Solid Waste Fee
 - Annual subsidy from General continues



FY16 Budget Assumptions

Privilege License will not return

- \$750,000 loss of revenue
- Cut spending
 - Positions eliminated
- New or Increased revenue sources
 - Passports



FY16 Budget Assumptions

Fuel Pricing

- Unleaded at \$3.15 per gallon (FY15-\$3.60)
 - 3 year average \$2.6438
 - 3 year maximum \$3.1520
- Diesel at \$3.45 per gallon (FY15-\$3.95)
 - 3 year average \$3.0194
 - 3 year maximum \$3.4225



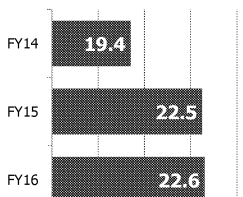
FY16 Health Care Outlook

- Health Insurance Fund history
 - FY12 \$520,944
 - FY13 \$ 47,583
 - FY14 \$249,048
- Projected health care cost increase 8%
- AHCA payment in FY16 \$46,000
- Wellness Initiatives
- Voluntary Benefit Improvements

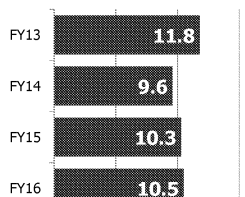


FY16 Revenue Forecast

Property Tax



Sales Tax



FY16 Revenue Forecast

Powell Bill: Expected to remain stable



FY16 Capital Reserve

Council Initiatives

4¢ Established in 1998
 1¢ = \$ 352K FY15
 4¢ = \$1,409K FY15

Current Uncommitted Balance about \$1,150,000
 Complete Fire Station #2
 Sturgeon City
 Other?



FY16 Council Initiatives Fund

Projects	Committed through	FY15 Amount
Jacksonville Landing	2018	\$242K
City Hall Renovation	2018	\$359K
Public Services & Fleet	2019	\$311K
Rails to Trails	2022	\$ 56K
Sturgeon City CEEC	2027	\$ 92K



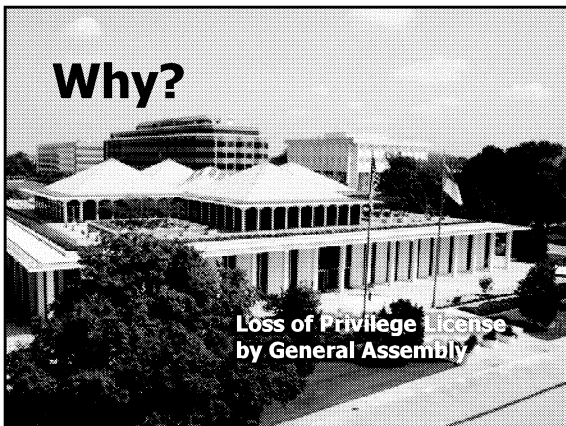
Schedule

Dec – Feb	Staff Budget Preparation
January 20	Budget Introduction
February	CIP Draft
March	Management Finalizes Budget
April – June	Budget Workshops
May	Budget Public Hearing
May or June	Adopt FY16 Budget



\$750,000 Reduction Goal Status

Why?



Efforts To Date

- Analyzed Vacant & Currently Filled Positions
- Conducted 3E's Studies
- Researched Fee Potential
- Accepted Opportunities



Positions

6 Vacant Positions

One Retrained & Filled

Savings \$400,000



Three E's Studies

- Meter Reading
 - No Change
- Copiers & Printers
 - Some Savings
- Cell Phone Adjustments
 - Some Savings

Savings \$



Fee Potential

HazMat Response

- State Permitted
- Filed by Fire and Emergency Services
- Paid by Insurance Companies

Savings \$40-50,000 per year



Opportunities

Passport Application Acceptance Agency

- Approved by US State Dept Jan 14, 2015
- Use of Current Staff
- \$25 per transaction fee

Benefit \$40-50,000 per year



Summary

Positions	\$400,000
3E's	\$20,000
Fees	\$40,000
Opportunity	\$40,000
Thus Far	\$500,000



Next Steps

1. Track Fees & Opportunities
2. Analyze Positions
3. New 3E's



COUNCIL MINUTES

SPECIAL WORKSHOP MEETING

February 3, 2015

A special workshop meeting of the City Council of the City of Jacksonville was held Tuesday, February 3, 2015 beginning at 5:30 PM in Meeting Rooms A and B of Jacksonville City Hall. Present were: Mayor Sammy Phillips presiding; Mayor Pro-Tem Michael Lazzara and Council Members: Jerry Bittner, Randy Thomas, Bob Warden, and Angelia Washington. Council Member Jerome Willingham was unable to attend. Also present were: Richard Woodruff, City Manager; Ronald Massey, Deputy City Manager; Gayle Maides, Finance Director; Glenn Hargett, Assistant Manager for Communications and Community Affairs; Wally Hansen, Public Services Director; Mike Yaniero, Director of Public Safety; Susan Baptist, Director of Recreation Services; Michael Liquori, Director of Park Facilities; Carmen Miracle, City Clerk; and John Carter, City Attorney.

*A video recording of the Council Meeting is presently available for review on the City's website.

CALL TO ORDER

Mayor Sammy Phillips called the meeting to order at 5:32 PM.

ADOPTION OF AGENDA

A motion was made by Mayor Pro-Tem Lazzara, seconded by Councilman Thomas, and unanimously approved to adopt the agenda as presented.

800 MHz

Mike Yaniero, Director of Public Safety reported on the 800 MHz system project delay. Initially the program was to be fully implemented in October, 2014; now the completion target date was February 17, 2015. All five towers were operational and the County was currently operating under the system. The capacity the County could use was reduced because the City held most of the licenses and those licenses had not been transmitted to the new 800 MHz system,. Part of the problem in completing the transition and making the system fully operational dealt with coverage and testing of the system. Once the system was fully implemented, there would be 95% coverage in all the major buildings within the County area.

Chief Yaniero said the City also worked on coordinating the project with Camp Lejeune who was upgrading their radio system. Jacksonville would be the first DOD community that was interoperable with Base first responders. A patch system was used before, but now communications would be improved with both Base Fire and Police.

Mayor Pro-Tem Lazzara asked if the trunking system was also 800 MHz. Chief Yaniero said that the Base operated on a different channel, but purchased multiple band radios; when operating with us, they would be talking on our 800 MHz system. Our system was still trunked, but with digital and not analog signals. The system was more robust because the frequencies were divided giving more capacity and redundancy. This system should be robust for the next 10 to 20 years.

Mayor Phillips asked for more clarification since before we had to work off of different frequencies instead of an open frequency. Chief Yaniero stated that talk groups were created and a bank of different channels included. This gave the opportunity to communicate on a main channel. Portable radios were installed in each of the guard stations on Base so they would hear the broadcast in real time instead of it going from dispatcher to dispatcher. This would help make things more seamless in providing safety to the community. He didn't feel there would be a problem of talk over.

Councilman Bittner asked if there was a limitation on the number of channels. Chief Yaniero said there was a limitation, but he didn't feel we would reach capacity in his lifetime. There was always the ability to expand the system.

Chief Yaniero was very pleased with the system because of the redundancy involved. There were two brains to the system that pulled the frequencies. One was located at the Center for Public Safety and the other was at the Emergency Operation Center (EOC). If one brain went down, the other would pick up without losing any communications. If one tower went down, the tower would redirect the signals. Each tower site had generators as well as commercial power. Motorola guaranteed that within the City we would have between 95-100% coverage with portable units. This was something that the City struggled with in the past in areas such as the hospitals, mall, and the jail.

Mayor Pro-Tem Lazzara asked if the State Patrol was still on the Viper system. Chief Yaniero stated that the highway patrol was part of our agreement, so we would be able to

communicate with them. Ron Massey, Deputy City Manager stated Viper was an 800 MHz system.

The only thing that had not been solidified was the connection with Jones and Lenoir Counties. Onslow County was working out the details. Part of the agreement with them would include cost sharing in the system.

Councilwoman Washington asked if there was any collaboration with Pender County. Chief Yaniero stated that Pender and New Hanover Counties recently upgraded their systems. Surf City which was partially in Onslow County and operated off the Pender County system would also be a part of our system for interoperability.

Mr. Woodruff clarified that the primary reason for pushing off the final inspection was because it was winter and we were waiting until the leaves were back on the trees to check for interference. He stated there were many times when people did not see the City and County working well together, but here was a great example of how working together and investing taxpayer dollars at a cost close to \$14 million was a benefit for all taxpayers and residents of Onslow County.

Mr. Massey stated that when the agreement was entered with the County to share in building the system, a joint City County ComBoard was developed with three members from the City and three members from the County to oversee the operation of the system. The City ran the old system, while the County only operated on it. It was important to jointly manage this new system because some of the functions the City wanted the system to perform were a little different than how the County operated.

Mayor Phillips asked who the members of the ComBoard were. Mr. Massey said it was made up of the Deputy County Manager, County Emergency Manager, County Director of Communications, the Deputy City Manager, Director of Public Safety, and the Deputy Fire Chief.

Councilman Bittner said Chief Yaniero mentioned how robust the system was and asked if the interference of foliage on the trees was a critical element in a test or related to contractual specifications. Chief Yaniero stated that Motorola guaranteed 95% coverage in the City and if they couldn't provide coverage, for example in the stairwells of the hospital, Motorola guaranteed they would come back and fix the building by putting a specific device in the

stairwells. This also included the hospital on Base. Motorola already realized that the concrete and metal involved in the jail created interference and devices were installed for communication. The locations of the towers were also proposed by Motorola for the 95% coverage.

Mr. Woodruff stated that Motorola's final payment wouldn't be released until we were sure the system worked which provided a financial incentive to finish the testing.

FY16 TASK ASSIGNMENTS

At the January 20, 2015 Budget Workshop, Council was asked to give their thought on tasks they may want Staff to accomplish. Several comments were made, but by looking at some of the items that came out of the Summit more tasks may come to mind. Mr. Woodruff asked Council for their thoughts on the 24 changes to the community recommended at the Summit.

1. Better shopping – Mr. Woodruff asked if Council wanted to do more in regard to Economic Development or to continue working with the Economic Development Council (EDC) as we presently did. Also was there anything that should be done in Permitting, Building, and Planning to have a better reputation as a developer friendly community.

Mayor Phillips asked what type of activities would be involved for additional economic development. Mr. Woodruff stated that as an example, rebuilding downtown instead of building new carried additional costs associated to converting a building. Staff could look at setting up a limited grant program for conversion of the building to meet code, so developers would consider downtown instead of going out on Western Blvd.

Mayor Phillips said he thought the EDC did a good job in our region, but we had to look at ourselves for developing downtown.

Mr. Woodruff stated that with Council's approval, staff would bring back ideas on how to incentivize people to locate downtown.

Mayor Phillips stated the City needed to actively pursue possibilities along the riverfront and at the old Onslow Inn Site. He asked Carmen Miracle, City Clerk to look back in the record and provide information on the Downtown Loan Program that happened around 2005-2006.

Mayor Pro-Tem Lazzara said that to tie into that, we needed to get back to the tasks the Downtown Group came up with in regard to infrastructure improvements like realignment of the road, streetscaping and power line improvements.

2. Cable Options - Even though the City was not in the cable business, Mr. Woodruff suggested that Council may want to consider installing dark conduits as the City reinvested in the water and sewer system. The conduit could be leased out to those in the cable business. The main advantage would be to hold down damage to our water and sewer lines as cable companies were installing their lines. Staff would explore this and bring back more information.

3. City Wi-Fi - Councilman Bittner congratulated Chris Koltyk on the modification to the cell phone usage saving the City \$22,000 a year. Mr. Woodruff stated that an analysis was done on the City's cell phone usage and Mr. Koltyk was able to negotiate a contract with our provider on our minute usage. This was one of the 3 E's staff worked on every day.

4. Preserve History – Councilman Bittner stated that one of things Jacksonville suffered from was a written historical record. He suggested an annual report from the highlights of the City to create a chronological history of the significant events that occurred through the years.

Mayor Phillips stated he didn't think enough was made of the birthdate of the City. The City was founded in 1849, but we never make a big deal of it where a lot of other cities make it a part of their civic pride. Councilman Bittner said that he worked in a city that celebrated their centennial and a local bank commissioned a writer who researched their complete history and wrote a book about their 100 years. He thought this might be a good project for the Tourism Board.

5. Increase Tourism Opportunities – Mayor Pro-Tem Lazzara asked for Council's continued support of the Jacksonville Tourism Development Authority in their efforts to increase the heads on beds campaign and bring more activities and tourism opportunities through sports venues in our community. Mr. Woodruff stated he would have Susan Baptist, Director of Recreation Services work on sports programs she could identify that could help bring people in on a tourist basis.

Mayor Pro-Tem Lazzara stated there was tremendous new activity and they were continuing to grow with sporting events and runs.

6. Major City Events – Mr. Woodruff stated Council authorized three events – National Night Out, Winterfest, and the Jacksonville Jamboree. A significant effort was also spent on the Beirut Memorial and 9/11 events. Mr. Woodruff asked if Council wanted to be involved in any additional events.

Mayor Pro-Tem Lazzara asked if the City ever had a fourth of July celebration or was it always a County and Base event. Mr. Woodruff said he asked that same question when he arrived but found that National Night Out ended with the fireworks.

Mayor Phillips stated the City's major event was National Night Out and felt we should promote Winterfest more.

Councilman Warden asked if there would be any benefit in tying in Andrew Jackson's birthday with an event since the City was named after him.

Councilman Thomas stated that the Jacksonville Landing had only been used for one tournament so far, and it had good potential for additional events.

Mayor Pro-Tem Lazzara stated that the Sports Commission was working on bringing other fishing tournaments there.

7. Protect Names of Youth Offenders – Mayor Phillips stated that this was dictated by State General Statute and our police department did a great job, so he didn't see this as being a problem.

8. Expand Trails and Bike Routes – Mr. Woodruff stated there recently was a pre-bid conference on the Lejeune Greenway and Trail where seven vendors were present. Staff was also looking at expanding the Challenge Course to come down into the wooded area near the water tank at the Commons.

Councilman Warden stated he would like to see a trail from downtown to the Camp Geiger side of the City with possibly Riverwalk as a starting point going out along the bypass to the Beirut Memorial Grove or expanding the current trail back to the Commons area along the Parkway right-of-way.

9. Solicit Business to Support Urban Communities – already discussed.

10. More Leadership Engagement in Lower Income Communities – Councilman Warden stated staff was doing a good job in being involved with Onslow Community Ministries efforts in the New River area.

Mayor Phillips stated that neighborhood meetings had been done in the past and should be considered to get ideas and concerns.

Mr. Woodruff said the task should be changed to more leadership engagement throughout the community. We needed to be involved everywhere.

11. Encourage Business Expansion in other areas – already discussed.
12. Better Relations with the County – Mayor Phillips felt that what staff was doing now was working well. He felt relationships appeared to have improved quite a bit.
13. More Parking Downtown – already discussed.
14. Better Control of Housing Development – Except for zoning powers, there was little that could be done to tell the free market that they couldn't build houses.
15. Better Traffic Control – this was being realized with the new traffic signal controls.
16. Improved Infrastructure – the Capital Improvement Program worked on improvements for water and sewer.
17. Quicker Street Repairs - the City was doing the best it could on improving streets with available funding.
18. Increase Recreation YMCA YWCA – In regard to City recreation, Mr. Woodruff asked if there were any additional programs that should be looked into. Councilman Warden stated he would like staff to work on getting a splash pad somewhere in the City in FY16. It might work best at Jack Amyette as it was in the master plan.

Mr. Woodruff stated that an assessment of the Northeast Creek boardwalk would be provided to Council. It was toured last year, but money and time had not been available for repairs.

Councilman Warden asked if we advertised that citizens were allowed to fish off of the boardwalk at Sturgeon City. Mr. Woodruff stated he would check on that as he was not sure.

19. Lower taxes
20. Increased Industry and Manufacturing Jobs
21. Public Pool – Mr. Woodruff stated the City wasn't ready to invest in a public pool, but the splash pad and things of that nature needed to come first
22. City or Convention Center – already discussed.
23. Improve Older Developments – already discussed.

FY16 CAPITAL IMPROVEMENT PROGRAM

Deanna Young, Capital Projects Administrator stated the draft Capital Improvement Plan (CIP) was available for Council's review. Using the PowerPoint presentation attached to the original minutes as Exhibit "A," she provided a short overview of the program. Out of all of the

projects, only seven Public Services projects were new to the CIP. The CIP would be reviewed in more details within the next few weeks. Mr. Woodruff stated that the CIP would be adopted at the same time as the budget, and based upon comments tonight, the program would be updated to include one splash pad in the FY16 Budget.

WATERFRONT UPDATE – DENR

Using Exhibit “A,” John Carter, City Attorney updated Council on the waterfront land along Anne Street. The blue area on the map showed City owned property that had been leased to the Wildlife Commission for the boat landing and the green area showed County owned property. These two parcels were covered by a Federal LWCF Grant. On January 28, 2015 a meeting was held between the City and County Managers, City and County Attorneys, John Poole and Tim Johnson with the Recreation, Grants and Outreach Program of NCDENR and Mike Christenberry of CAMA to talk about a process called conversion which would lift a grant from one property to another. Federal regulations did not favor conversions, but the gentleman represented that they would work with us in this process. DENR would review the documents to make sure that they were “right,” but the documents had to be submitted to the Federal government for final approval. The real issue with these grants was that they placed a permanent restriction on that property stating it had to be used for recreational purposes in perpetuity.

Mr. Woodruff said that it was reported to Council earlier that land they already owned could not be used, but Senator Harry Brown intervened on behalf of the City and told DENR we needed to use some common sense in government. That was why they were now helping us figure out the maze so that we could use Jacksonville Landing as the conversion land. There may be hope that this land conversion could be used, but it was not guaranteed.

Mr. Carter reminded Council that this was a County-City project that we would be working on together. He further reviewed the conversion process and recommendations.


Council indicated that staff should proceed with the possible conversion.

ADJOURNMENT


A motion was made by Mayor Pro-Tem Lazzara, seconded by Councilman Thomas, and unanimously adopted to adjourn the meeting at 6:44 PM.

Exhibit "A"

Jacksonville City Council




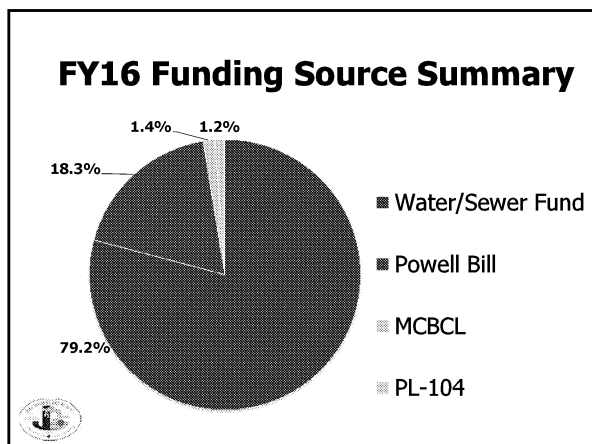
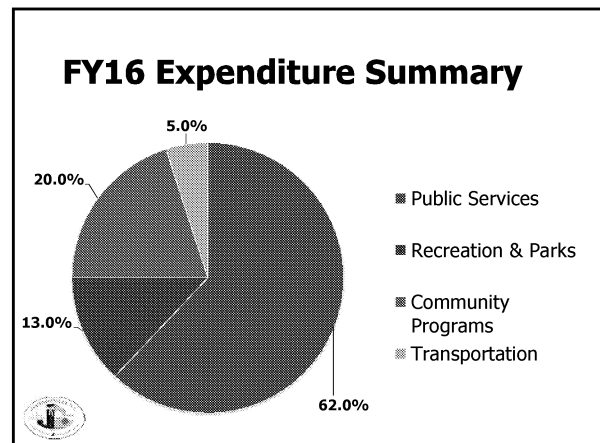
**Special Workshop Meeting
February 3, 2015**



**FY16
Capital Improvement Plan**


Capital Improvement Plan (CIP)

- **5 year** planning window
- Shows cost or expenditure **estimates**
- Identifies **probable** sources of financing
- **Evaluates, prioritizes and schedules projects**

FY16 Proposed Projects

Department	Number of Projects
Community Programs	1
Public Services	12
Recreation & Parks	3
Transportation	4





Waterfront Land Update

Location Downtown:

Anne Street waterfront district

Contains parcels owned by the County and the City

Formerly the Wildlife landing



History

Federal Land Water Conservation Grant

\$50,000 Awarded 1986

- Bulkhead
- Boardwalk
- Picnic shelter
- Benches



Requirement-LWCF Grant

Permanent Use as Recreation:

Grant conditions require that property be used for recreational purposes in perpetuity



Challenges

- Downtown Redevelopment
- Limited Waterfront Available
- NC Wildlife Commission closed ramp
- LWCF Grant Stipulations



Opportunity

Conversion Process

Must Demonstrate:

**Equal
Land
Value**

**Equal
Facilities**



Jacksonville Landing



Conversion Process

- Appraisals
- Environmental Assessment
- Surveying
- Process Application & Preparation of Documents
- Joint application (County & City)

Timeline: 6-14 Months



Recommendation

1. Coordinate the process with Onslow County
2. Assemble all current documents
3. Review & Conduct Appraisals
4. Conduct Environmental Assessment
5. Conduct Surveys
6. Updates to Council



COUNCIL MINUTES

REGULAR MEETING

February 3, 2015

A Regular Meeting of the City Council of the City of Jacksonville was held Tuesday, February 3, 2015 beginning at 7:00 PM in the Council Chambers of City Hall. Present were: Mayor Sammy Phillips presiding; Mayor Pro-Tem Michael Lazzara and Council Members: Jerry Bittner, Randy Thomas, Bob Warden, and Angelia Washington. Council Member Jerome Willingham was unable to attend. Also present were: Richard Woodruff, City Manager; Ronald Massey, Deputy City Manager; Gayle Maides, Finance Director; Glenn Hargett, Assistant Manager for Communications and Community Affairs; Wally Hansen, Public Services Director; Reggie Goodson, Planning and Development Services Director; Mike Yaniero, Director of Public Safety; Susan Baptist, Director of Recreation Services; Michael Liquori, Director of Park Facilities; Carmen Miracle, City Clerk; and John Carter, City Attorney.

*A video of the Council Meeting is presently available for review on the City's website.

CALL TO ORDER

Mayor Sammy Phillips called the meeting to order at 7:00 PM.

PLEDGE OF ALLEGIANCE

Councilman Jerry Bittner led the Pledge of Allegiance.

INVOCATION

Mr. John Carter pronounced the invocation.

ADOPTION OF AGENDA

A motion was made by Councilman Warden, seconded by Mayor Pro-Tem Lazzara, and unanimously approved to adopt the agenda as amended to move Consent Item #7 – FY14-15 Fee Schedule Amendment for Planning, Permitting and Inspections Fees to Non-Consent for discussion, amend Item #8 – Amendment to Adopted FY2014-2015 Fee Schedule and remove Old Business Item #10 – Reconvene Public Hearing – Map Amendment – Rezoning from RSF-7 to CC – 202 & 204 Sunset Road as the rezoning petition was withdrawn by the petitioner.

PRESENTATIONS

HOME HOLIDAY DECORATING CONTEST AWARD - CHRISTMAS

With the help of Councilwoman Angelia Washington, Council Liaison to the Environmental and Appearance Advisory Committee Mayor Phillips presented the Outstanding Home Christmas Decorating Award to Mr. Tim Earley, his family, and to his friends Danny Smith, Victor Case, and Pastor Mike Schwalm who assisted in setting up the display at the Earley home. Their home in the Northwoods area featured a whimsical Christmas Music & Light Show. Mr. Earley thanked the City and stated it was a lot of hard work, but a wonderful opportunity to bring something to the community.

PUBLIC COMMENT

Chip Dodd, 10411 Globe Rd, Morrisville, NC stated Waste Management would like to help the City resolve the issues with Commercial Garbage Collection. Waste Management was the low bid in a bidding process one year ago and their proposal was still viable. They had ideas on how to reduce the City's deficits and liabilities that they wanted to share with us. She asked for the opportunity for Waste Management representatives to meet with the City Manager and staff to discuss the situation and consider negotiation of a contract. She stated that improvements were made to their service in Jacksonville and they believed they could offer excellent customer service with added guarantees in the contract.

There was no one else present desiring to speak at this public comment section.

ADOPTION OF CONSENT ITEMS AND MINUTES

A motion was made by Mayor Pro-Tem Lazzara, seconded by Councilman Thomas, and unanimously approved to adopt the minutes of the January 6, 2015 Special Meeting and January 6, 2015 Regular Meeting as presented.

A motion was made by Councilman Warden, seconded by Mayor Pro-Tem Lazzara, and unanimously approved to adopt the consent items as amended. After approval, Mayor Phillips displayed the new City Seal.

CONSENT ITEMS

ADOPTION OF CITY SEAL

As previously presented to the Council, some adjustments to the City Seal would be beneficial for the City. By Resolution 2014-07, the Mayor and Council were established as the

sole authority for actions affecting the City Seal. Recent analysis resulted in the recommendation to make certain minor modifications to the Seal which was discussed with City Council in workshop session on January 6, 2015. Formal adoption of a modified City Seal and the Policy and Procedure for use of the City Seal and variations thereof as depicted in a Resolution was requested.

Council adopted the Resolution as presented.

Resolution 2015-03, Bk. 7, Pg. 148

TAX RELEASES, REFUNDS, AND WRITE-OFFS DECEMBER 2014

The County/City Tax Collector and the City's Finance Director recommended releases, refunds, and write-offs of property taxes. The detail list of these tax releases and refunds (that is, the listing by property name, amount, reason, etc.) was available in the Finance Office for review. The tax releases, refunds, and write-offs as recommended by the City/County Tax Collector totaled, respectively, \$35,584.96, \$4,173.80 and \$2.56 (\$39,761.32).

Council approved the tax releases, refunds and write-offs.

HUNTING LEASES AT LAND TREATMENT SITE

The following hunting clubs requested permission to hunt at the Land Treatment Site: M & M Hunting Club, Southwest Water Fowler's Club, Rhodestown Hunting Club and City of Jacksonville Employee Hunting Club. The term of each Club's lease would be for the hunting seasons as stipulated by the North Carolina Wildlife Resources Commission. The term of these contracts were for one hunting season with the option for an administrative staff renewal annually for each of the next four (4) years. The City and Hunting Clubs must agree to each renewal period and the Hunting Clubs must provide all necessary documentation prior to the start of each hunting season. The City would receive revenue in the amount of \$4,379.78 annually from the Hunting Clubs.

Council approved the Hunting Lease Agreements as presented and authorized the City Manager or his representative to sign the leases and renewals.

AWARD BID FOR PURCHASE OF SIDE BOOM ARM MOWING TRACTOR

The current Side Boom Arm Mowing Tractor (736) in Streets Division was due to be replaced in accordance with the City of Jacksonville replacement schedule. Bids were solicited, received and opened by the City Clerk on January 15, 2015. Sufficient funds were available

within the existing budget to complete this purchase.

Council awarded the bid to purchase a 2015 model 6115M John Deere Tractor with a Tiger BB-24 side boom arm mower to Quality Equipment LLC in the amount of \$123,847.60.

CONTRACTOR PREQUALIFICATION POLICY FOR CONSTRUCTION AND REPAIR PROJECTS

The North Carolina General Assembly recently enacted new legislation that required the local governing board to adopt a prequalification policy applicable to all construction and repair work prior to advertisement of the contract in order to prequalify bidders. Additionally, the governmental entity must adopt an assessment tool (application) and criteria for each specific project. As a result, staff prepared the Contractor Prequalification Policy for Construction and Repair Projects.

Council approved the Prequalification Policy for Construction and Repair Projects.
Resolution 2015-04, Bk. 7, Pg. 153

FEE SCHEDULE AMENDMENT - WATER & SEWER SERVICE AREA ASSESSMENT

Staff proposed amendments to the Water & Sewer Service Areas Assessment schedule. The addition of charges was proposed for a new service area where the City funded construction of a water “trunk” line. This area was to be known as the Piney Green Service Area. A new schedule for an area to be known as the New Bern Highway-Drummer Kellum Service Area was also proposed in anticipation of extension of water and sewer lines into this area funded by the City within the next few months. Lastly, revisions to the schedule of fees for an existing service area known as the North Marine Town Center Service Area were proposed due to additional investment being made in the area’s water infrastructure. Approval of the proposed amendments would enable the City to recover the cost of City investment in the infrastructure that extended water and sewer service to areas previously un-served by the City.

Council approved the amendment to the fee schedule adding two new service areas with appropriate fees and amending the schedule of charges for the North Marine Town Center Service Area.

AMENDMENT TO ADOPTED FY2015 FEE SCHEDULE

The City was approved by the Department of State as a Passport Application Acceptance Agency. Personnel were trained here in Jacksonville through web-based and classroom training

by a regional passport agent. The actual service should begin by mid-February. As established by the Department of State's Passport Acceptance Program, the City would charge \$25.00 per application for our acceptance services, if requested, \$12.72 for Overnight Delivery and \$8.00 for a passport photo fee. Staff requested to add the passport acceptance fees and a passport photograph fee to the FY14-15 Fee Schedule.

Council approved the amendment to the fee schedule as presented and to change the overnight delivery fee to "per current fee set by USPS."

INTERLOCAL AGREEMENT FIBER OPTIC COMMUNICATION SYSTEM

The City and Onslow County desired to enter into an Interlocal Agreement for a fiber optic communication system to connect the County's Government Center located in Burton Park and the County's Justice Complex located off of Court Street. This infrastructure provided connectivity for the County as well as the 800 MHz radio system. The City owned the infrastructure and assumed maintenance responsibilities in return for a fee. The proposed Agreement would be for a five-year term with the option to review yearly thereafter. The financial impact was revenue in the amount of \$1,500 per month for use of the fiber optic connection and an additional \$600 per month for connecting the 800 MHz Radio System.

Council adopted the Interlocal Agreement for the City and County Fiber Optic Connection.

PUBLIC HEARINGS

VOLUNTARY ANNEXATION PETITION – THE HARRY C BROWN FAMILY LLC– 17.26-ACRES

Ron Massey, Deputy City Manager stated that a voluntary annexation petition was received from John L. Pierce & Associates on behalf of The Harry C. Brown Family LLC for a 17.26-acre parcel that was contiguous to the current City limit boundaries. The tract was located along U.S. Hwy 17 North near its intersection with Drummer Kellum Road and directly across from Stevenson Toyota. Development plans were to eventually locate from two to seven commercial businesses on the site including a future 22,000 square foot Gerber Automotive Repair facility and an Enterprise Rental Car Center. The financial analysis showed a negative net cash flow over the five-year review period of approximately \$97,000 because it only analyzed the initial development of the two businesses.

Mayor Phillips recessed the regular meeting at 7:16 PM and convened the public hearing.

John Pierce, 405 Johnson Blvd. stated that there were only two proposed uses at this time, but he felt there was an opportunity for a lot of other types of businesses to come since water and sewer were being extended to that part of town.

With no one else desiring to speak, Mayor Phillips closed the public hearing at 7:17 PM and reconvened the regular meeting.

A motion was made by Councilman Bittner, seconded by Councilman Thomas, and unanimously approved to adopt the Annexation Ordinance as presented.

Ordinance 2015-02, Bk. 12, Pg. 316

**SPECIAL USE PERMIT AND TYPE III SITE PLAN – LEJEUNE COLLISION
REPAIR CENTER – 616 BELL FORK ROAD**

Mayor Phillips recessed the regular meeting at 7:18 PM in order to convene the Public Hearing.

Mayor Phillips swore in Jeremy B. Smith, Senior Planner. Mr. Smith stated that Jerry S. Stevenson Properties, LLC submitted a Special Use Permit and Type III Site Plan application seeking approval of a proposed 9,256 square foot automotive paint and body shop. The 1.65 acre development site was located at 616 Bell Fork Road, zoned Corridor Commercial (CC). Automotive paint and body shops required a Special Use Permit within this zoning district. The proposed project would be a redevelopment of an existing site and as proposed would reduce the existing square footage by 1,380 square feet. The Planning Advisory Board recommended approval of this request at their January 12, 2015.

Mayor Phillips swore in John Pierce who represented the applicant. Mr. Pierce pointed out that this was an opportunity to take an older, dilapidated looking building and upgrade it which was positive for the whole area.

With no one else desiring to speak, Mayor Phillips closed the public hearing at 7:22 PM and reconvened the regular meeting.

A motion was made by Councilman Thomas, seconded by Mayor Pro-Tem Lazzara, and unanimously approved to adopt the Special Use Permit and Site Plans with Findings of Fact A, B, D, E, F, G being found in the affirmative and directed staff to update the CAMA which would make Finding of Fact C in the affirmative.

NON-CONSENT ITEMS

COMMERCIAL DUMPSTER COLLECTION SERVICE FEE SCHEDULE
AMENDMENT

Wally Hansen, Public Services Director stated that at the January 20, 2015 City Council Workshop, staff recommended moving forward with adjustments to the Commercial Garbage Collection Service fee schedule in order to help offset some of the unexpected expenditures that the City had incurred. The service was intended to be a separate, self-supported fund based on user fees. Using the PowerPoint presentation attached to the original minutes as Exhibit "A," Mr. Hansen reviewed the program including the employees hired, equipment purchased, customers and accounts, revenues, expenditures and their action plan. Proposed changes to Commercial Dumpster weekday service, additional collection, Saturday service, and dumpster rental fees were also discussed. The revised rate schedule was projected to provide approximately \$25,300 of additional revenue in FY15 to help off-set some of the unexpected expenditures.

Councilman Thomas stated that Saturday pickup changes only showed for the proposed rate, but the other changes showed current and proposed pricing. Mr. Hansen stated that it was determined that the Saturday service rate covered expenses, so no new rates were being proposed.

Councilman Bittner noticed that one of the items said we were going to continue to prepare bid documents, but it was just stated that we were going to meet with Ms. Dodd of Waste Management. He said we should be transparent when dealing with all commercial haulers and the proper way to do that would be to prepare bid documents and not have a meeting with only one possible contractor.

Mr. Woodruff stated that he believed Ms. Dodd's comments were that she would be willing to honor the previous bid and we would have to work with the City Attorney to see if that was something we could do legally. He agreed that any meeting with Ms. Dodd would be fact finding and not negotiating.

A motion was made by Mayor Pro-Tem Lazzara, and seconded by Councilman Bittner to adopt the proposed Fee Schedule amendment for Commercial Dumpster service.

Councilman Thomas stated the proposal before them was a twenty-six cent increase on the tipping fee. We were estimating a deficit for this service, but by his calculations to eliminate

the deficit through fee increases, the tipping fee would need to be \$3.26 more. He asked John Carter, City Attorney if the City had the legal authority to raise the fee \$3.26. Mr. Carter stated yes.

Mr. Woodruff said that when this was addressed, there was no question that to cover projected costs, the rate would need to be between \$7.75 and \$8.00 instead of \$6.00. The rate proposed was a stop gap measure that only brought the City in line with the lowest bidder. It was not a rate to put us in the black. From the workshop on January 20th, he felt it was appropriate to try to honor as close as possible the low bid of \$6.00. If we were to stay in the business, there would be another request from staff to raise that rate to cover expenses as they were now seen. One action Council could take would be to tell staff that this increase was being rejected and to resubmit at the next Council meeting a rate that would put the City in the black for the rest of this year.

Councilman Thomas stated that one of the most unfair and frustrating things that could happen to someone was to be held accountable for that of which they were not responsible. He recognized the great job our sanitation department did residentially which encouraged Council to accept this challenge, so while he could see both sides, it was important to take a clearer look.

Mayor Pro-Tem Lazzara stated that he felt the right decisions had been made, the intent was there and now we've found we couldn't perform at the anticipated level. Bid documents and new proposals were being prepared, but in the meantime we needed to protect our citizens in terms of the least amount of money from their coffers to handle the situation. He assumed that once the documents were ready, they would be brought forward for a decision to go out for bid or for possible privatization.

Mr. Woodruff stated that it was staff's assumption that they were given authorization to prepare the documents then review several options with Council. Options may be whether the City would be in the billing and collections business, or whether we continued to pick up recycling or have the vendor pick it up. Any vendor who was going to get into a reasonable competitive bid had to have enough time to set in motion their equipment and personnel systems. This information should be brought back to Council either in the last Workshop in February or the first Workshop in March.

Mayor Pro-Tem Lazzara asked as part of the bid document proposal, when would Council discuss whether to go out for privatization in total or in part meaning the billing portion. Mr. Woodruff stated that several options would be shown in the bid documents and they could be structured to show bids on each option.

Mayor Phillips asked about the changes in the fee schedule for the rest of this year. If there were no more events that happened to get us in this situation, would the change make us better. Mr. Woodruff stated that the change reduced the bleeding, but did not stop it. The change would increase revenues by about \$15,000 to \$17,000 and assuming no other major events, a deficit of well over \$200,000 would still exist.

A vote was taken on the motion and it was approved unanimously.

FY14-15 FEE SCHEDULE AMENDMENT FOR PLANNING, PERMITTING AND INSPECTION FEES

Ryan King, Planning & Permitting Administrator requested that City Council consider fee schedule modifications to the FY14-15 Fee Schedule for Planning, Permitting and Inspection Fees. Changes to the Planning fees would adjust the language to reflect new terminology found within the Unified Development Ordinance (UDO). Amendments to the Building Permit/Inspections fees were a result of several adjustments that would either streamline the fee process and/or adjust base fees. Some of the biggest changes included requiring the General Contractor pay for all new construction permit fees versus having the individual trade contractors pay separately and increasing minimum single trade permit fees. Staff also looked at the number of trips inspectors were making on the single trade permits and realized there was more than a single trip. The fee was being adjusted based on the actual number of inspections typically associated with the permit types and to help cover administration time.

Mr. Woodruff stated that one of the fee schedule changes recommended to staff was by a mechanical contractor. As you got into large scale buildings, there were various ways to heat, cool, and plumb a building. Based upon conversations with several commercial general contractors, fees were going to be in a lump sum. When the individual sub-contractors came in, there would be no question as to who was to pay for what part.

Councilman Warden stated he had asked that this item be discussed. He had a conversation with Mr. King in regard to the fuel piping being figured into the lump sum on new construction because new commercial construction did not typically have fuel piping.

Councilman Warden suggested that adjustments should be made by eight cents a square foot when fuel piping was not involved and language to that effect should be added. Mr. King stated that there was language that allowed staff to look at the project site and consider if the fees were too high or too low. Language could be moved up to the beginning of the fee schedule to make it more apparent to contractors when looking at the schedule. It could also be specified that if the building did not have fuel piping, the fee would be reduced per the Fee Schedule.

Councilman Warden also felt that the fuel piping fee was excessive as it wasn't a trade. It was an item of work in the construction industry and those licenses were handled under the plumbing or HVAC. He suggested that it should be more of a connection fee to each appliance and staff should see how that was handled by other communities.

Councilman Warden stated that the sprinkler was not part of this section, but was in the fire section. He suggested that it needed to be addressed in this section or referenced back, so it wasn't a surprise especially to out of town developers when they computed their fees for bids.

Councilman Warden also felt the technology fee was a surprise. The City had been charging it, but allowed some exceptions in the past. Now there were no exceptions. This was more of an administration fee to cover the cost of the E-plan and permitting software, so an explanation on it in the schedule would be appropriate.

A motion was made by Councilman Warden, seconded by Councilman Bittner, and unanimously approved to adopt the proposed fee schedule amendment with clarification added.

PUBLIC COMMENT

There was no one present desiring to speak at this public comment section.

REPORTS

PASSPORTS

Mr. Woodruff stated that this past Friday there was passport training for eleven City employees. Even the City Attorney took the exam and was now an authorized passport acceptance agent. There was still work to be completed with the Department of State out of Charleston and he anticipated by late February the City would be ready to accept applications for passports by appointment at City Hall and walk-in at the Center for Public Safety.

MEDIAN WORK

Mr. Woodruff stated that with the work of City Staff especially Michael Liquori and Anthony Prinz, NCDOT and the City awarded bids to complete the medians where Johnson Blvd came into Highway 24 and at the long median located at the fork in the road between Highway 24 and New Bridge Street.

ADJOURNMENT

A motion was made by Mayor Pro-Tem Lazzara, seconded by Councilman Thomas, and unanimously adopted to adjourn the meeting at 8:13 PM.

Exhibit "A"

Jacksonville City Council



**Regular Meeting
February 3, 2015**

New Business

Commercial Dumpster Collection Fee Schedule Amendment

Agenda Item 13



Commercial Dumpster Collection

- July 1, 2014 City began service
- Enterprise Fund
- Self-Funded
- Fee and Service Level
- FY15 Budget Amount: \$1.3M

Commercial Dumpster Collection

- Hired 6 employees
 - 4 Drivers
 - 1 Back-up/Support Driver
 - Heavy Truck Mechanic
- Purchased Equipment
 - 5 refurbished front-end trucks
 - Purchased 1 container truck
 - Purchased 75 dumpsters



Commercial Dumpster Program

	Contractor (June 2014)	City (December 2014)
Business Customers	839	854
Commercial Dumpsters	1,120	1,135
Collections/per week	2,418	2,529
Dumpster Recycling Customers	54	58
Recycling/roll-out customers	165	174
Commercial Dumpster Rental Customers		7



Revenue

Source	Mid-Year	Budget
M-F Fees	\$367,835	\$705,855
Extra Pickups	\$8,033	\$10,000
Dumpster Fee	\$312	\$0
Other Items		
Insurance Recovery	\$104,967	\$104,967
Fund Balance Loan	\$227,481	\$227,481



Expenditures

Source	Mid-Year	Budget
Salaries	\$72,720	\$159,535
Overtime	\$24,476	\$0
Fleet	\$117,944	\$72,492
Fuel	\$58,153	\$53,617
Insurance	\$148,716	\$192,649
Capital Equipment	\$454,731	\$455,731



Expenditure Issues

- Vehicle Maintenance and Cost
- Unforeseen Circumstances
- Fuel Usage
- Overtime Cost



Action Plan

1. Monthly Review by CMO & Written Report to Mayor & Council
2. Revisit Saturday Pickup Rate
3. Review all rates and level of service
4. Review all Routes for efficiencies
5. Prepare Bid Documents



Proposed Changes

Commercial Dumpster Fee for Weekday Service:	Current	Proposed
	\$5.63	\$6.00

Monthly Charges:

Dumpster Service	Accounts	Current	Proposed
2-cubic yard: 2x Week	11%	\$75.80	\$79.00
4-cubic yard: 2x Week	20%	\$102.30	\$105.50
8-cubic yard: 2x Week	45%	\$155.80	\$159.00
8-cubic yard: 3x Week	12%	\$250.20	\$255.00



Proposed Changes

Additional Collection:

Standard Dumpster	Current Fee	Proposed Fee
2-cubic yard	\$9.63	\$35.00
4-cubic yard	\$13.63	\$40.00
6-cubic yard	\$17.63	\$45.00
8-cubic yard	\$21.63	\$50.00
Vertical Compactors		
2-cubic yard	\$17.63	\$45.00
4-cubic yard	\$29.63	\$50.00
6-cubic yard	\$41.63	\$55.00
8-cubic yard	\$53.63	\$60.00



Proposed Changes

Saturday Service:

Standard Dumpster	Flat Rate Fee (per dumpster)
2-cubic yard	N/A
4-cubic yard	\$150.00 min 4 day service
6-cubic yard	\$150.00 min 3 day service
8-cubic yard	\$150.00
Vertical Compactors	
2-cubic yard	N/A
4-cubic yard	\$184.00
6-cubic yard	\$236.00
8-cubic yard	\$290.00



Proposed Changes

Monthly Dumpster Rental Fees

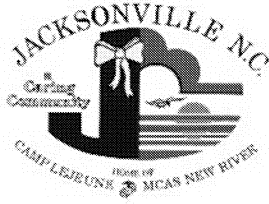
Dumpster Size	Current Fee	Proposed Fee
2-cubic yard	\$20.00	\$30.00
4-cubic yard	\$25.00	\$40.00
6-cubic yard	\$30.00	\$50.00
8-cubic yard	\$35.00	\$60.00



Next Steps

1. Continue preparing bid documents
2. Establish a Commercial Dumpster User Group
3. Continue route evaluation and implementation
4. Rebid to consider privatization





Request for City Council Action

Consent
Agenda
Item: **1**
Date: 2/17/2015

Subject: Release of Non-Personnel Closed Session Minutes

Department: City Clerk's Office

Presented by: Carmen K. Miracle, City Clerk

Presentation: No

Issue Statement

The Non-Personnel Closed Session Minutes listed in the Staff Report were reviewed by the City Attorney, City Clerk, and City Manager and are recommended for release, in accordance with Resolution 2003-01 and N.C. General Statutes.

Financial Impact

None

Action Needed

Consider Release of Closed Session Minutes

Recommendation

Staff recommends that Council authorize the release of the listed Closed Session minutes.

Approved: ☒ City Manager ☐ City Attorney

Attachments:

None



Staff Report

**Consent
Agenda
Item:**

1

Release of Closed Session Minutes

Introduction

A copy of the listed Closed Session minutes proposed for release was provided to the City Council in a confidential envelope February 5, 2015 for review.

Pursuant to Resolution 2003-01, if no objections are received from Council within five days of receipt, then the release of the minutes are to be placed as an item on the next Council agenda for consideration.

Council did not express any objections to the release of the listed Closed Session minutes.

If approved by Council, the minutes will become available for public inspection following the Council Meeting.

Meeting Date	Purpose
January 7, 2014	Property Acquisition (612 Country Club Rd, 106 Marine Blvd., 102 Marine Blvd.)
June 17, 2014	Property Acquisition (106 Marine Blvd)



Request for City Council Action

**Consent
Agenda
Item:** **2**
Date: 2/17/2015

Subject: Bid Award – Downtown Centralized Stormwater Project

Department: Public Services

Presented by: Deanna Young, Capital Projects Administrator

Presentation: No

Issue Statement

On February 5, 2015, staff received four bids for the Downtown Centralized Stormwater BMP Project which includes retrofitting the stormwater drainage system with the installation of two stormwater wetlands.

Financial Impact

Sufficient funds have already been budgeted.

Action Needed

Consider award of the bid for Downtown Centralized Stormwater BMP Project to North State Environmental, Inc..

Recommendation

Staff recommends that Council approve the award of contract to North State Environmental in the amount of \$274,309.06.

Approved: ☒ City Manager ☐ City Attorney

Attachments:

- A Bid Tabulation
- B Resolution of Tentative Award



Staff Report

**Consent
Agenda
Item:**

2

Bid Award – Downtown Centralized Stormwater BMP Project

Introduction

The City of Jacksonville applied for and received a 0% interest loan from the Clean Water State Revolving Fund, or green reserve, to help fund the Downtown Centralized Stormwater BMP project.

These wetlands will help with mild storm events that typically overflow the existing stormwater drainage infrastructure, causing property, local street and arterial roadway flooding. The 2001 White Oak River Basin Plan identified nutrient enrichment as a significant problem in the estuarine portions of the New River, as well as periodic elevated fecal coliform bacteria levels.

The primary purpose of the stormwater wetlands is to provide a reduction in pollutants in the stormwater runoff before it enters the receiving water bodies of Wilson Bay and the New River. These wetlands will also help with stormwater runoff from the proposed Sturgeon City Civic and Environmental Education Center and serve as a real world educational display that demonstrates an appropriate water quality treatment method. The construction plans for the Sturgeon City Civic and Environmental Education Center were designed to connect to this BMP and would have to be modified if this project is not completed.

Staff is seeking a tentative approval by Council to award the construction contract to North State Environmental, Inc of Winston-Salem, NC contingent upon the approval of the NCDENR Clean Water State Revolving Fund. Since this project is funded through a grant, NCDENR will review the bid results along with the City's recommendation and provide the authority for the City to award the contract.

Procedural History

- Stormwater projects, two of the three, have been in the adopted CIP since 2008.
- September 7, 2010 – Council authorized staff to submit a grant application to CWSRF.
- October 1, 2010 Council accepted a 0% Loan from NCDENR Clean Water State Revolving Fund and Approval of Related CIP and Budget Amendments.

Stakeholders

- City of Jacksonville's NPDES permit
- Residents in project areas
- Citizens of Jacksonville

Options

Option 1: Tentatively award the contract contingent upon approval by NCDENR Clean Water State Revolving Fund for this project in the amount of \$274,309.06 to North State Environmental, Inc.. **RECOMMENDED**

- Pros: The constructed wetlands will continue to improve the water quality in Wilson Bay and the New River as well as reduce nuisance roadway flooding on Wardola and Court Streets.
- Cons:

Option 2: Reject all bids and direct staff to rebid the project.

- Pros: None
- Cons: The City would lose eligibility of the loan for this project resulting in additional costs to the City to make design modifications to the Sturgeon City Civic and Environmental Education Center.

Bid Tabulation Summary

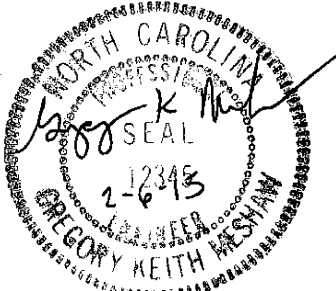
Name of Project: Centralized Downtown BMP Project

Bid Opening Date: February 5, 2015

<u>Contractor's Name</u>	<u>Bid Amount</u>
Blizzard Construction Company	\$383,950.66
Morton Trucking, Inc.	\$328,706.00
North State Environmental Company	\$274,309.06
Elite Construction and Grading, Inc.	\$350,913.00 *

*Mathematical error in bid price.

I certify that this is a true and accurate tabulation of the bids received.



Gregory K. Meshaw, PE

2-6-15
Date

CITY OF JACKSONVILLE

PO Box 128
Jacksonville, NC 28541
Ph. (910) 938-5249
Fx. (910) 938-5278

Attachment

A

RESOLUTION (2015-x)

RESOLUTION AUTHORIZING THE TENTATIVE AWARD OF BIDS
FOR THE CENTRALIZED DOWNTOWN STORMWATER BMPs
(SRF# CS370386-07)
CITY BID NO. FY 15-05

WHEREAS, on February 5, 2015, formal bids for the construction of two storm water wetlands that include inlet and outlet structures, clearing and grubbing, grading, seeding and installation of wetland plants near Sturgeon City; and

WHEREAS, the CITY OF JACKSONVILLE has substantially complied or will substantially comply with all Federal, State and local laws, rules, regulations, and ordinance applicable to the project and to all Federal and State grant loans pertaining thereto;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Jacksonville:

THAT the Contract for the Centralized Downtown Stormwater BMPs be tentatively awarded to North State Environmental, Inc of Winston-Salem, NC conditional upon the acceptance and approval of NCDENR Clean Water State Revolving Fund.

THAT the City Manager, upon review and approval by the City Attorney, is authorized to enter into a contract with the low bidder for this project for a total bid cost of \$274,309.06.

ADOPTED by the Jacksonville City Council in regular session February 17, 2015.

Sammy Phillips, Mayor

ATTEST:

Carmen K. Miracle, City Clerk

Attachment

B



Request for City Council Action

**Consent
Agenda
Item:** **3**
Date: 2/17/2015

Subject: NCDOT Supplemental Agreement for Marine Boulevard Median Improvements and Maintenance

Department: CMO, Transportation Services

Presented by: Anthony Prinz, Transportation Services Administrator

Presentation: No

Issue Statement

The City entered into an Agreement with the North Carolina Department of Transportation (NCDOT) for the redevelopment of a large deteriorated, monolithic concrete island at the intersection of Marine Boulevard and Old Bridge Street, replacing the concrete with decorative low-maintenance landscaping consistent with existing landscaping along the corridor.

NCDOT received bids on the project that exceeded their available funding. On January 6, 2015, Council approved funding an additional \$25,000 that was needed to proceed forward with this project. This Supplemental Agreement increases the project cost and reiterates the City's commitment for the additional funding.

Financial Impact

None. Additional funding has already been allocated to this project.

Action Needed

Consideration of the NCDOT Supplemental Agreement.

Recommendation

Staff recommends that Council approve the Supplemental Agreement and authorize the City manager or his representative to sign the Agreement as presented.

Approved: ☒ City Manager ☐ City Attorney

Attachments:

A NCDOT Supplemental Agreement

NORTH CAROLINA
ONSLOW COUNTY

SUPPLEMENTAL AGREEMENT – RECEIVABLE

DATE: 12/29/2014

NORTH CAROLINA DEPARTMENT OF
TRANSPORTATION

WBS ELEMENT: 3703.3.28

AND

CFDA #: 20.205

CITY OF JACKSONVILLE

THIS AGREEMENT is made and entered into on the last date executed below, by and between the North Carolina Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the "Department", and the City of Jacksonville, hereinafter referred to as the "Municipality."

WITNESSETH:

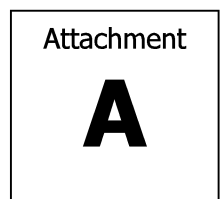
WHEREAS, the Department and the Municipality on 12/13/2013, entered into a certain Project Agreement for the original scope: landscape vegetation enhancement of US 17 Business at Old Bridge St. and Johnson Blvd., programmed under WBS Element 3703.3.28; and,

WHEREAS, the Municipality will provide additional funding for overruns and to assist with traffic control;

NOW THEREFORE, the parties wish to supplement the aforementioned Agreement whereby the following provisions are amended:

FUNDING

1. The Department's original participation was \$112,225.00. The Municipality agrees to provide an additional \$25,000 to the Department to cover overruns and to assist with traffic control costs.



Two handwritten signatures in black ink. The one on the left is a stylized signature, and the one on the right is a more cursive signature.

RESPONSIBILITIES

2. The Municipality shall provide a check for \$25,000 upon partial execution of this Agreement. In the event that actual costs are less than estimated, the Department shall return any excess payment to the Municipality. In the event that actual costs are greater than estimated, the Department shall bill the Municipality for any additional costs.
3. In the event the Municipality fails for any reason to reimburse the Department in accordance with the provisions for payment hereinabove provided, NCGS 136-41.3 authorizes the Department to withhold so much of the Municipality's share of funds allocated to Municipality by NCGS 136-41.1, until such time as the Department has received payment in full. A late payment penalty and interest shall be charged on any unpaid balance due in accord with NCGS 147-86.23.

Except as hereinabove provided, the Agreement heretofore executed by the North Carolina Department of Transportation and City of Jacksonville on 12/13/2013, is ratified and affirmed as therein provided.

Two handwritten signatures in black ink, one on the left and one on the right, located at the bottom right of the page.

IN WITNESS WHEREOF, this Agreement has been executed, in duplicate, the day and year heretofore set out, on the part of the North Carolina Department of Transportation and the City of Jacksonville by authority duly given.

L.S. ATTEST:

CITY OF JACKSONVILLE

BY: _____

Carmen Miracle

TITLE: *City Clerk*

BY: _____

Richard L. Woodruff

TITLE: *City Manager*

DATE: _____

DATE: _____

NCGS 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

Approved by _____ (Governing Board) of the City of Jacksonville as
attested to by the signature of _____, Clerk of the

_____ (Governing Board) on _____ (Date)

This instrument has been pre-audited in the manner
required by the Local Government Budget and
Fiscal Control Act.

(SEAL)

(FINANCE OFFICER) *Gayle Mardes*

Federal Tax Identification Number

56-6000232

Remittance Address:

City of Jacksonville

**Attn: Tamara Matthews
PO Box 128
Jacksonville, NC 28541**

DEPARTMENT OF TRANSPORTATION

BY: _____

(CHIEF ENGINEER)

DATE: _____

APPROVED BY BOARD OF TRANSPORTATION ITEM O: _____ (Date)

Agreement ID # 5439

3

13 *452*

CERTIFICATE OF CITY'S ATTORNEY

I, the undersigned, John T. Carter Jr., the duly authorized and acting legal representative of THE CITY OF JACKSONVILLE, NORTH CAROLINA, do hereby certify as follows:

I have examined the attached agreement for Supplemental Agreement #5439 to NCDOT Agreement #4465 for Marine Boulevard Median Improvements and Maintenance, WBS: 3703.3.28 between the City of Jacksonville and the North Carolina Department of Transportation and the manner of execution thereof, and I am of the opinion that each of the aforesaid agreements has been duly executed by the proper parties thereto acting through their duly authorized representatives; that said representatives have full power and authority to execute said agreements on behalf of the respective parties named thereon; and that the foregoing agreements constitute valid and legal binding obligations upon the parties executing the same in accordance with terms, conditions, and provisions thereof.

Signature

Date

APPROVAL BY CITY FINANCE OFFICER

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Signature

Date

Account Number : _____ (_____)

Contract Amount: \$25,000.00



Request for City Council Action

Agenda Item:	4
Date:	2/17/2015

Subject: Planning Advisory Board Re-Appointment

Department: City Clerks Office

Presented by: Carmen Miracle, City Clerk

Presentation: No

Issue Statement

The Planning Advisory Board consists of nine (9) authorized members (8 City/1 ETJ). Three (3) of the City appointments are reserved for a representative from each of the following Advisory Committees: Environmental and Appearance, Recreation and Parks, and Water and Sewer.

The member representing the Environmental and Appearance Committee was recently terminated due to an attendance issue. Both the member and the Environmental and Appearance Committee request Council consideration of reappointment.

Ms. Suzanne Nelson serves as Vice Chairperson of the Environmental and Appearance Committee and has served as their representative on the Planning Advisory Board since her initial appointment on October 8, 2013. She stated her absences were due to being out of town for work and/or a family vacation.

Councilman Bob Warden is the Council appointed Liaison to the Planning Board.

Financial Impact

None

Action Needed

Seek Nominations

Close Nominations / Vote on Appointment

Recommendation

Consider re-appointing Ms. Suzanne Nelson to the Planning Advisory Board to represent the Environmental and Appearance Advisory Committee for an existing three-year term expiring June 30, 2015.

Approved: ☒ City Manager ☐ City Attorney

Attachments:

A Interest Application

City of Jacksonville Advisory Boards and Committees Application for Appointment

The City of Jacksonville appreciates your interest in serving on a City Advisory Board or Committee. *Please review the Qualifications for Service and Advisory Board Descriptions and then complete all sections of this application.

List your Board/Committee Interest in priority order. (You may express interest in up to two Committees but may serve on only one.)

1. Environmental & Appearance 2. Planning Board

(Check one) Mr. ☐ Mrs. ☒ Ms. ☐ Name: Suzanne Nelson

Home Address: 101 Winestone Place

Work Name and Address: _____

Home Telephone: 455-6288 Work Telephone: 252-633-6484 ext 227

Cell: 376-1874 Email: Suzanne.nelson@realtyservicesec.com

Are you registered to vote in Onslow County? ☒ Yes ☐ No (Circle one)

Do you reside within the Jacksonville City Limits? ☒ If Yes, for how long: _____

I have read the qualifications for appointment and Committee information SN (Initial)

Interested in serving as a Leadership Development Member? If yes, please initial _____ indicating your interest and that you have read the description of the Leadership Development Program.

Are you interested in being contacted for service on various Ad Hoc and/or Special Committees that may be established in the future by the City Council? If so please initial here: _____

Please describe your current and past Civic or Community Involvement:

Environmental & Appearance → Chair
Planning Board → member
active member @ Trinity United Methodist Church
Recreation Soccer Coach

Please describe special talents, experience, education or training that you feel qualifies you for service on the selected Board or Committee:

Commercial Real Estate Appraiser

Continued on Next Page

Attachment

A

City of Jacksonville Advisory Boards and Committees Application for Appointment

Affirmation of Eligibility:

Have any formal charge of professional misconduct ever been upheld against you in any jurisdiction? Yes _____ No ✓
If yes, explain complete disposition:

Have you ever been convicted of a criminal misdemeanor or felony in any jurisdiction? Yes _____ No ✓
If yes, explain complete disposition:

Is there any possible conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an advisory committee appointee of the City Council? Yes _____ No ✓ If yes, please explain:

By my signature below, I certify that the facts contained in this application are true and correct to the best of my knowledge. I understand and agree that any misstatement could result in removal from any board or committee to which I am appointed. I understand that appointment interviews are a part of the appointment process and I agree to participate in such interview. I understand that there is an attendance policy and if I miss three consecutive regular meetings or three of five regular meetings, my appointment is automatically terminated.

By my signature below, I acknowledge that as an advisor to the Mayor and Council of the City of Jacksonville, my past and present actions impact the City, its reputation and image. I certify that nothing in my past or current life is of a nature that would bring embarrassment or reflect negatively upon the City. Furthermore, I understand that any action, whether criminal or personal, which would bring or potentially bring a negative image or reflection to the City of Jacksonville will result in my removal from my position as an advisor to the City Council.

I understand that this application is a public record.

- Please do not submit additional pages or materials.
- The City Council will consider the information you provide within this application and in the interview to make appointments to City Advisory Boards and Committees.

Suzanne H. Nelson
Signature

12/5/13
Date

Please return this form to: City Clerk's Office, 815 New Bridge St. Jacksonville, NC 28540
Email: basam@ci.jacksonville.nc.us Phone: 910-938-5224 FAX 910-455-6761

City Clerk's Office Use Only

Date Application Received: 12-6-2013

Home Address Verified as City Resident: yes

Date Verified as Onslow County Registered Voter: yes

Home Address Verified as County Resident: _____



Request for City Council Action

Agenda Item:	5
Date:	2/17/2015

Subject: Board of Adjustment Appointment
Department: City Clerk's Office
Presented by: Carmen Miracle, City Clerk
Presentation: No

Issue Statement

There is (1) one vacancy for a full membership on the Board of Adjustment. This vacancy occurred due to the passing of long time member, Mr. Herb DeVusser.

Mr. Thomas Nicoll is currently serving as the City's Alternate Member and has asked for consideration of appointment to the full membership seat. If appointed, this will leave a vacancy for an alternate member. There is one interested applicant on file for the alternate appointment. In accordance with City Code Sec. 2-153(b), Ms. Ursula Kuhno-Buckner has been interviewed and is recommended for appointment.

Councilman Jerry Bittner is the Council Liaison to the Board of Adjustment

Financial Impact

None

Action Needed

Consider Appointment

Close Nominations/Vote on Appointments

Recommendation

Consider appointing the City's current alternate member Mr. Thomas Nicoll to serve as the City's Full member for an existing term expiring June 30, 2015.

If Mr. Nicoll is appointed, consider appointing Ms. Ursula Kuhno-Buckner as an alternate for an existing term expiring June 30, 2016.

Approved: ☒ City Manager ☐ City Attorney

Attachments:

A Interest Applications



Staff Report

Board of Adjustment Appointment

The Board of Adjustment is a “quasi-judicial” administrative body whose purpose is to provide a source of appeal from any unnecessary hardships that might result from the strict enforcement of the City Zoning Ordinance. The responsibilities of the Board of Adjustment are authorized and set forth by North Carolina General Statute 160A, Article 19, Part 3.

Since the Board is established under North Carolina General Statute, no changes were recommended during the recent review and revision of the City’s Advisory Boards.

The Board is made up of seven members, which include two Extraterritorial Jurisdiction (ETJ) members. Members and alternates are appointed for three-year staggered terms; however, they may continue to serve until their successors have been appointed. When vacancies are filled, they are appointed for the unexpired portion of the term. An alternate serves for a full member in the event the member cannot attend. This helps ensure that a full board will be available to serve if a request for adjudication is received.

The Board meets “as needed” upon receipt of a request for adjudication.

The current vacancy was created due to the passing of long time member Mr. Herb DeVusser.

Mr. Thomas Nicoll is currently serving as the City’s Alternate Member and has asked for consideration of appointment to the full membership seat.

Mr. Nicoll was appointed to the City’s BOA as an alternate on January 18, 2011 for an existing three year term ending June 2013. In June 2013, he was reappointed for an additional three-year term. Mr. Nicoll is also an active member of the City’s Water and Sewer Advisory Board, a position he has held since June 2007. If appointed, this will leave a vacancy for an alternate member.

There is one interested applicant on file as an alternate. In accordance with City Code Sec. 2-153(b), Ms. Ursula Kuhno-Buckner has been interviewed and is recommended for appointment.

City of Jacksonville Advisory Boards and Committees Application for Appointment

The City of Jacksonville appreciates your interest in serving on a City Advisory Board or Committee. *Please review the Qualifications for Service and Advisory Board Descriptions and then complete all sections of this application.

List your Board/Committee Interest in priority order. (You may express interest in up to two Committees but may serve on only one.)

1. Board of Adjustment 2. Water and Sewer Advisory Committee

(Check one) Mr. ☒ Mrs. ☐ Ms. ☐ Name: Thomas E. Nicoll

Home Address: 1100 Pine Valley Road, Jacksonville, NC 28546

Work Name and Address: Retired

Home Telephone: (910) 353-2056 Work Telephone: _____

Cell: _____ Email: _____

Are you registered to vote in Onslow County? ☒ Yes ☐ No (Circle one)

Do you reside within the Jacksonville City Limits? Yes If Yes, for how long: Since 2000

I have read the qualifications for appointment and Committee information TN (Initial)

Interested in serving as a Leadership Development Member? If yes, please initial TN indicating your interest and that you have read the description of the Leadership Development Program.

Are you interested in being contacted for service on various Ad Hoc and/or Special Committees that may be established in the future by the City Council? If so please initial here: TN

Please describe your current and past Civic or Community Involvement:

Served as member of Water and Sewer Advisory Committee and
Alternate for the Board of Adjustment

Please describe special talents, experience, education or training that you feel qualifies you for service on the selected Board or Committee:

Civil Engineer degree, Military experience as logistician supervising
water and sewer operations,

Continued on Next Page

Attachment

A

City of Jacksonville Advisory Boards and Committees Application for Appointment

Affirmation of Eligibility:

Have any formal charge of professional misconduct ever been upheld against you in any jurisdiction? Yes _____ No ☒
If yes, explain complete disposition:

Have you ever been convicted of a criminal misdemeanor or felony in any jurisdiction? Yes _____ No ☒
If yes, explain complete disposition:

Is there any possible conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an advisory committee appointee of the City Council? Yes _____ No ☒ If yes, please explain:

By my signature below, I certify that the facts contained in this application are true and correct to the best of my knowledge. I understand and agree that any misstatement could result in removal from any board or committee to which I am appointed. I understand that appointment interviews are a part of the appointment process and I agree to participate in such interview. I understand that there is an attendance policy and if I miss three consecutive regular meetings or three of five regular meetings, my appointment is automatically terminated.

By my signature below, I acknowledge that as an advisor to the Mayor and Council of the City of Jacksonville, my past and present actions impact the City, its reputation and image. I certify that nothing in my past or current life is of a nature that would bring embarrassment or reflect negatively upon the City. Furthermore, I understand that any action, whether criminal or personal, which would bring or potentially bring a negative image or reflection to the City of Jacksonville will result in my removal from my position as an advisor to the City Council.

I understand that this application is a public record.

- Please do not submit additional pages or materials.
- The City Council will consider the information you provide within this application and in the interview to make appointments to City Advisory Boards and Committees.

Thomas E. Nicell
Signature

8 April 2013
Date

Please return this form to: City Clerk's Office, 815 New Bridge St. Jacksonville, NC 28540
Email: basam@ci.jacksonville.nc.us Phone: 910-938-5224 FAX 910-455-6761

City Clerk's Office Use Only

Date Application Received: 4/9/13

Home Address Verified as City Resident: 4/9/13

Date Verified as Onslow County Registered Voter: 4/9/13

Home Address Verified as County Resident: _____

ONLINE APPLICATION SUBMISSION

Level of Interest*

List your board / committee interest in priority order. You may express interest in up to two committees but may serve on only one.

☒Board of Adjustment

☒Community Development Advisory Committee

☒Environmental and Appearance Advisory Committee

☒Planning Advisory Board

☒Recreation and Parks Advisory Committee

☒Water and Sewer Advisory Committee

☒Onslow County Civic Affairs Committee

☒Leadership Development Program

Title

Mrs.

First Name*

Ursula

Last Name*

Kuhn-Buckner

Home Address*

201 Cardinal Rd.

City*

Jacksonville

North Carolina

Zip Code*

28546

Work Name & Address

United States Postal Service 279 Huff Dr.

City

Jacksonville

State

NC

Zip Code

28546

Primary Phone*

910-389-8455

Work Phone

910-577-3074

Cell Phone

910-389-8455

Email Address

ursula_kuhn-buckner@hotmail.com

Are you registered to vote in Onslow County?*

☐No

☒Yes

Do you reside within the Jacksonville city limits?*

☐No

☒Yes

For how long?

28 yrs

Interested in serving as a Leadership Development member?*

☐No

☒Yes

Are you interested in being contacted for service on various Ad Hoc and/or special committees that may be established in the future by the City Council?*

☐No

☒Yes

I have read the qualifications for appointment and committee information:*

☒Yes

☐No

ONLINE APPLICATION SUBMISSION

Community Involvement

6 years service with USPS, serving the community with any and all mailing needs. Past volunteer with Miracle Meadows Therapeutic Horseback Riding center for children. Member of Toastmasters International.

Special Talents, Experience, Education & Training

BS-Psychology MA-Business Mgmt & Leadership Excellent speaking/communication skills Passionate, Conscientious, Critical Thinker, with a thriving and indomitable spirit Stable and family oriented

Have any formal charge of professional misconduct ever been upheld against you in any jurisdiction?*

☒No

☐Yes

Have you ever been convicted of a criminal misdemeanor or felony in any jurisdiction?*

☒No

☐Yes

Is there any possible conflict or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an advisory committee appointee of the City Council?*

☒No

☐Yes

Terms & Conditions

I certify that the facts contained in this application are true and correct to the best of my knowledge. I understand and agree that any misstatement could result in removal from any board or committee to which I am appointed. I understand that appointment interviews are a part of the appointment process and I agree to participate in such interview. I understand that there is an attendance policy and if I miss three consecutive regular meetings or three of five regular meetings, my appointment is automatically terminated.

I acknowledge that as an advisor to the mayor and Council of the City of Jacksonville, my past and present actions impact the city, its reputation, and image. I certify that nothing in my past or current life is of a nature that would bring embarrassment or reflect negatively upon the city. Furthermore, I understand that any action, whether criminal or personal, which would bring or potentially bring a negative image or reflection to the City of Jacksonville will result in my removal from my position as an advisor to the City Council.

I understand that this application is a public record.

I have read and I agree to the terms and conditions listed above:*

☐No

☒Yes